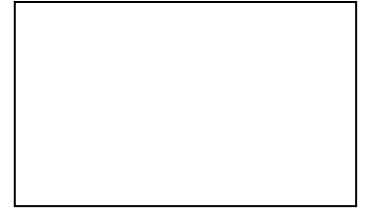


Final Treasury Approval



Financial Office

Office of The

Tufts Community Union Treasury

GENERAL REIMBURSEMENT FORM

This form is to reimburse individuals for past purchases. This form must be turned in with **ORIGINAL, ITEMIZED RECEIPTS** for every expenditure listed. General Reimbursement Forms accompanied by invalid documentation — such as invoices, order forms, or copies of receipts — will not be processed. **The TCU Treasury is not responsible for lost receipts; be sure to attach them well.**

Check Payable To: _____ Tufts Student:

Permanent Address: _____ Local Address: _____

City, State, Zip Code: _____ City, State, Zip Code: _____

Primary Phone: (____) _____ - _____ Primary E-Mail: _____

Organization Name: _____ DeptID: A901_____

No organization will be reimbursed for the state sales tax paid on expenses.

<u>Description</u>	<u>Amount</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total:	_____

For purchases under \$50, a petty cash slip will be issued.

Signatory Name (Please Print): _____

Signatory Signature (Please Sign): _____ Date: _____

Signatories may not authorize their own reimbursements