



**EDWARD P. FITTS DEPARTMENT OF
INDUSTRIAL AND SYSTEMS ENGINEERING**

NC STATE UNIVERSITY

Personal Reimbursements for Small Purchases

1. Complete **ALL** the required information below
2. Attach each receipt to an 8.5X11 piece of paper (using scotch tape only on all four sides of receipt, **NO** glue or staples)
3. Get your supervisor's signature
4. Submit form to the ISE Bookkeeper in 400 Daniels Hall. Please called 919-515-6405 with questions.

Date: _____ TA #: _____

Claimant's Name

First: _____ Middle: _____ Last: _____

Employee ID: _____ Work Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Project ID: _____

Amount: _____ Date of Purchase: _____ Item Received Date: _____

Please indicate what you purchased, how you used them, and how they related to your project ID

Claimant's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____