

# School of Music

## Miscellaneous Reimbursement / P-Card Purchase

Purchases are processed in the order received. Allow 1 week for processing.

Submit receipts to the business office within 2 business days of purchase.

Reimbursements are processed in the order received. Allow 4 weeks for payment from when the ER is submitted in TEM.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_@illinois.edu

**PHONE:** \_\_\_\_\_

**FUNDING**

**UIN:** \_\_\_\_\_

**SOURCE:** \_\_\_\_\_

**BUSINESS**

**PURPOSE:** \_\_\_\_\_

To be purchased by the Business Office

To be reimbursed

Purchased on P-Card

DATE	PURCHASED FROM	DESCRIPTION	AMOUNT
<b>TOTAL</b>			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date