NORTHWESTERN UNIVERSITY
NON-TRAVEL EXPENSE REPORT

PD # _____

NAME _____ SOC SEC # _____

SCHOOL/DEPT Mechanical Engineering CUFS Acct _____

Date	**Description***	**Purpose (attach original receipts for all items)** ME 333 Introduction to Mechatronics Project Reimbursement	**Amount**

Total due: $ $ -

**Departments should make every attempt to select vendors who accept University purchase orders. Individuals, as a general rule, should not advance their own funds to purchase supplies and services on behalf of the University. Purchases should be requested through established purchasing policy and procedures and the University should deal directly with vendors to arrange for the receipt of goods and payment of obligations.*

Individuals who advance their own funds for the purchasing of items must understand that such equipment belongs to the University. When reimbursement is ultimately approved, the equipment will be tagged and recorded in the University's asset inventory.

(excerpted from the University Purchasing Policy and Procedures)

CERTIFICATION

I certify that this accounting is correct, that I have paid out the amounts listed and I have not received previous reimbursements for them.

_____
Purchaser Date

APPROVAL

I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

_____
Dean or Supervisor Date