

Personal Reimbursement Instructions

1. All personal reimbursements first need to be approved by your supervisor.
2. A purchase order needs to be in place before the purchase is made or will be subject to non-payment.
3. Reimbursement forms must be filled out and signed by your supervisor.
4. All original receipts are required for reimbursement.

Please contact Terri Prigge if you have any questions:

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