Aerospace Engineering Receipt Submission Form
Please tape small receipts to an 8 1/2 x 11 sheet of paper

Date: ___________________________ Project Number: ___________________________

Amount: ___________________________ Course Number: ___________________________

Payee Information:

Name (Print): ___________________________
Employee ID: ___________________________
Home Address: ___________________________

Payee Signature: ___________________________
(Required)

Type of Receipt: (Check only one)

_____ Check Request - Faculty, Staff & Students (All Employees)
(All Petty Cash Reimbursements processed by check request effective 05/04)

_____ Non-Employee - Petty Cash
(Reimbursements up to $200 may be made through the Bursar's Office petty cash process)

_____ Non-Employee Check Request
(Reimbursements greater than $200)

_____ Foundation Reimbursement
(Use this for all food reimbursements except travel)

Requestor Information: Approver Information:

Name (Print): ___________________________ Name (Print): ___________________________
Phone/Email: ___________________________ Phone/Email: ___________________________

Approver Signature: ___________________________
Required if Payee/Requester is not the Principle Investigator on the project

Description of Charges:

______________________________
______________________________
______________________________

AE Receipt Submission Form
Revised 01/2005