



**Warnell School of Forestry
& Natural Resources
UNIVERSITY OF GEORGIA**

Cash Reimbursement Form

Fill in ALL of the following information for reimbursement of a purchase.

Name: _____

Date: _____

UGA ID Number: _____

Speedtype: _____

Address: _____

Vendor Name: _____

Total Amount: _____

Items Purchased:

Reason for Purchase:

Signature: _____

Approver Name: _____

Approver Signature: _____

Date: _____

*If you are scanning in receipts, you must tape all receipts smaller than a page size to a piece of copy paper. Be sure that all details are **legible** when receipts are uploaded, whether from a scanner or as an image.*