

Form for Reimbursement

University of Kentucky Society of Women Engineers

Make all SWE purchases separate from personal purchases. We cannot break up a receipt. We will check receipts with the items at the event to ensure that there are no additional purchases on them. Ensure that each receipt is itemized and the original copy.

Name: _____

Address: _____

Phone Number: _____

What event did you buy materials for? _____

What kind of materials did you purchase? _____

Reimbursement Total: _____

Signature: _____

Be sure to attach the receipt to this form, or you will NOT receive a refund for your purchase!