

Reimbursement Requests – Disbursement Vouchers

While Discouraged purchases made individually with personal funds can be reimbursed. This is done in urgent situation and when the Business office is unavailable. Please note reimbursements can take several weeks to be processed.

- Complete the “DISBURSEMENT VOUCHER REQUEST” form (attached)
 - PI approval is required (form can be signed or email approval can be provided)
 - Original receipts with copy of credit card or credit card statement
 - Last 4 digits of credit card #
 - Name on credit card or statement
 - Highlight the charge(s) to be reimbursed
 - Food purchases require list of attendees & affiliation with Agenda/purpose of meeting or event

- Bring or send the complete form and backup to mse-purchasing@umd.edu or Business office Room 2144 Chemical & Nuclear Engr Bldg

UNIVERSITY OF MARYLAND

Department of Chemical and Biomolecular Engineering

Department of Materials Science and Engineering

2144 Chemical & Nuclear Engineering Building (#090)

4418 Stadium Drive

College Park, MD 20742

301-405-6327 FAX

www.chbe.umd.edu . www.mse.umd.edu

DISBURSEMENT VOUCHER REQUEST

Date:

Kuali

Document#

DV# (dept use)

REQ#: (Dept Use)

KFS Acct #:

Object code:

Pay to:

UID #:

Amount:

Email Address

Home Mailing
Address:

Description of
goods and
services and/or
Attendance list.
Please provide
Original detail
Receipts showing
Form of payment

Requested by:

Date:

Authorized Department Signature:

Date: