

# Purchase and Reimbursement Form

Today's Date		Requestor's Name	
Phone No.		Email Address	
Account No.		PI Name	

**Transaction Requested (Choose One):**

- Reimbursement for a Purchase (PV)       Vendor/Invoice Payment (PV)  
 SunRise Order (Staples/Lab Supplies, etc.)       Business Meal/Food-Related Reimbursements (PV)\*\*  
**\*\*Please include a COMPLETED Business Meals Form**

Vendor/Person to Reimburse	
Advantage Vendor ID/ASU Affiliate ID	
Total Dollar Amount*	

**\*Reimbursements over \$1,000 require Dean and Provost Approvals**

**Description of Transaction/Items Purchased (Attach documentation such as receipts and/or quotes):**

**Public Purpose/Technical Justification (how this relates to the project's scope of work):**

I (PI Name) \_\_\_\_\_ authorize this purchase/expense.

**Please charge this to Account No.** \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## For Office Use Only

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### Cost Account Standards

<http://researchadmin.asu.edu/cas>

Is this purchase an exception to the CAS rules?       Yes       No

*If yes, provide a CAS Purchase Justification in the space provided below*

Is there already a CAS Exemption on file?       Yes       No       Unknown

### Additional Justification for CAS Exempt Purchases

Processed By		Date:	
Expenditure Code (Object/Sub Object)			
Advantage Doc Number			
Reviewed By ( <i>RAS/Account Signer</i> )			
Manager/Supervisor Approval			

## Purchase and Reimbursement Form Instructions

*Please complete all of the fields on page 1 of this form*

<b>Today's Date</b>	Enter today's date.
<b>Requestor's Name</b>	Enter your name as the person requesting this action.
<b>Phone No.</b>	Enter your office or contact phone number.
<b>Email Address</b>	Enter your email address.
<b>Account No.</b>	What is the charging account number?
<b>PI Name</b>	Who is paying for this purchase?
<b>Transaction Requested</b>	Select the type of transaction you are requesting: <ul style="list-style-type: none"> <li>• Reimbursement – You purchased something and need to be paid back</li> <li>• Vendor/Invoice Payment – You received an invoice and it needs to be paid</li> <li>• Sunrise Orders – You want to order something (this signed form is required for approval prior to ordering)</li> <li>• Business Meal Reimbursement – You provided food or a meal for a business purpose and need to be paid back. *A separate Business Meal Form is required*</li> </ul>
<b>Vendor/Person to Reimburse</b>	Who are we paying or reimbursing for the expense?
<b>Advantage Vendor ID</b>	What is their Vendor ID or ASU ID Number?
<b>Total Dollar Amount</b>	How much are we paying on this transaction?
<b>Description of Transaction</b>	What item(s) or service(s) was/were purchased?
<b>Public Purpose/Technical Justification</b>	How will this item or service be used on the project?
<b>Certification</b>	Please print your name, add the account number, sign and date.