

Gavilan Joint Community College District

RETURN COMPLETED FORM TO BUSINESS OFFICE

EMPLOYEE REIMBURSEMENT FORM For Purchases Under \$500

Attach Original Receipts

Items must be purchased in person; no items are to be delivered. If personal credit card is used than also include original charge slip. Original invoices are to be submitted to the Business Office within five working days of purchase. If this process is not followed, the use of this privilege will be revoked. Subsequent unauthorized use may result in personal responsibility for payment.

Check Payable to \_\_\_\_\_

Department \_\_\_\_\_

Amount (not to exceed \$500.00) \_\_\_\_\_ GAV ID # \_\_\_\_\_

Program # \_\_\_\_\_ Account # \_\_\_\_\_

Description of Item \_\_\_\_\_

Item purchased from \_\_\_\_\_ (Invoice Field)

Date of Purchase \_\_\_\_\_

Authorized Signature Approving Disbursement \_\_\_\_\_ (Your signature signifies funds are available and this is an appropriate expense)

Date Received by Business Office \_\_\_\_\_

Gavilan College 5055 Santa Teresa Blvd Gilroy, CA 95020