NORTHWESTERN UNIVERSITY
NON-TRAVEL EXPENSE REPORT *(NOT FOR TRAVEL OR ENTERTAINMENT EXPENSES*)

PD # _____

NAME _____ EMPL ID# _____

SCHOOL/DEPT _____ CUFS Acct _____

Date	Description*	Purpose (attach original receipts for all items)	Amount
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -

Total due: $ $ -

**Departments should make every attempt to select vendors who accept University purchase orders. Individuals, as a general rule, should not advance their own funds to purchase supplies and services on behalf of the University. Purchases should be requested through established purchasing policy and procedures and the University should deal directly with vendors to arrange for the receipt of goods and payment of obligations.*

Individuals who advance their own funds for the purchasing of items must understand that such equipment belongs to the University. When reimbursement is ultimately approved, the equipment will be tagged and recorded in the University's asset inventory.

(excerpted from the University Purchasing Policy and Procedures)

CERTIFICATION

I certify that this accounting is correct, that I have paid out the amounts listed and I have not received previous reimbursements for them.

_____
Purchaser Date

APPROVAL

I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

_____
Dean or Supervisor Date