CLASS Dean’s Office

NON-TRAVEL Expense Form for use of

Dept Purchasing Card, Vandalstore, or Personal Reimbursement

**(Receipt must be attached to this form)**

**Date of Purchase** (if not referenced on receipt):

**Purchased by:**

**Paid with (circle one):** Dept. Purchasing Card, Personal Funds, or charged directly to Index.

**Index #:**

**Reason for Purchase** (describe what the item(s) purchased are/will be used for. This will help determine the proper expense code, especially items used for promotion):