**\*\* This is an example form for Reimbursement requests to the EE Department. Please fill in all yellow highlights and remove all blue highlights. Enjoy!**

**Reimbursement Request for [NAME]**

Name of Requestor [e.g. Amber Scardina]
Street Address Line 1 [e.g. 1234 Robot Road]
Street Address Line 2 [e.g. City, State Zip Code]
Phone [e.g. (555) 555 – 5555]
E-mail [e.g. robotsrockmysocks@robots.com]

Date

To Whom It May Concern:

In support of EE400D “Electrical Engineering Design Seminar and Project” for [SEMESTER], the following items were purchased to help build the [PROJECT NAME(S)]. Below is a breakdown of the parts purchased and requested reimbursement:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receipt** | **Vendor (e.g. adafruit, Home Depot, etc.)** | **Item [e.g. Arduino Uno R3 (Atmega328 - assembled)]** | **Unit Price (e.g $24.95)**  | **Quantity (e.g. 1)** | **Total Cost (Including Shipping) [e.g. $29.95]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
|  |  |  |  | **Total**: |  |

Total reimbursement amount requested is [TOTAL]. This amount includes all shipping and is being deducted from the [PROJECT NAME(S)] budget.

All parts were provided to the Instructor - Gary Hill, and will be located in the cabinets in ECS‑316 at the end of the semester.

Instructor Approval:

Gary Hill

**\*\* Only include this portion if your purchases were split between multiple projects. \*\***

Part Distribution & Project(s) Budget

The following table describes how the parts were distributed to the [PROJECT NAMES] teams and how that affects their project budgets.

[PROJECT NAME]

|  |  |  |  |
| --- | --- | --- | --- |
| Receipt # | Part Name | Quantity | Total Cost (group for each receipt) |
| IE. 1 | PCB | 3 | $24.75 |
| 1 | Stencil | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The total being deducted from [PROJECT NAME]’s budget is [TOTAL COST] with approval from the project manager.

Project Manager Signatures:

[PROJECT NAME]

[PROJECT NAME]

[PROJECT NAME]

\*\* Attach physical copies of the receipts in the order listed on the first table. If the physical copy is small, scan and print it out. \*\*

Here are the scanned receipts for the orders:

\*\*Please scan or screen capture the receipts and insert in this section.

Receipt 1:

Receipt 2:

Receipt 3:

Receipt 4:

Receipt 5:

Receipt 6:

Receipt 7:

Receipt 8:

Receipt 9:

Receipt 10: