

**REIMBURSEMENT FOR PURCHASES
MADE WITH PERSONAL FUNDS**

Your name _____

Mailing Address _____

Social Security # _____

Amount	Vendor and Description of Purchase
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____

If any purchase was made with personal check/credit card, write/type on a separate sheet of paper: “I certify that I paid \$_____ for _____ with my personal charge card/check and that my bank statement is not available at this time.” (Your signature)

Mail this form, certification page and all original receipts (must be original) to PCSU, University of Hawaii, Dept.of Botany, 3190 Maile Way, St. John 410, Honolulu, HI 96822.