

**PLANT EXPENDITURE REIMBURSEMENT REQUEST FORM**

**Expenditure Reimbursement  
Requested (Description & Purpose):**

**Amount Requested:**

**Purchase Speedtype**

**Purchase Account No.**

**Department/Management Center:**

**Requested By:**

Signature

Print name

**Approved By:**

Signature

Print name

**Date Required:**

**Reason for Expenditure:**

Other Explanation:

**Other Approvals:**

**Controller's Office Approval:**

Signature

Print name

Funding Sources Description	SpeedType	Account No	Amount
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**Total**