

# Reimbursement/ Purchasing Request Checklist

- Completely fill out reimbursement Form- Index and Business purpose must be complete ALL 5Ws, form will be returned if missing
- Obtain Supervisors Signature on Reimbursement form, form will be returned if missing
- Collect all receipts and documentation, request will be returned if missing
- Email Reimbursement Form and all back up documentation to [cea@unm.edu](mailto:cea@unm.edu), please do not email individuals as we cannot guarantee that your form will be processed USE THE EMAIL PROVIDED