Please complete the following form in order to receive reimbursement for up to $75 for expenditures related to your FY seminar. (Reimbursement can also be made to Peer Mentors if they have fronted the money; but you, the FY faculty instructor, must sign the “requested by” spot to indicate that the expenditure is valid.)

1. Fill in the date of submission
2. Fill in the FYS instructor’s name
3. Fill in the Payable to (this is the person receiving reimbursement; i.e. FYS Instructor or Peer Mentor)
4. Valid receipts must be attached, include brief description of reimbursement request
5. Fill in the total dollar amount to be reimbursed
6. FYS Instructor signature for approval

Please forward completed form to the Dean of Faculty’s office in Alpha Hall.

Any questions? Please contact me, newsomewb@etown.edu

Thanks,

**Brian Newsome**

# PURCHASE REQUISITION

## ELIZABETHTOWN COLLEGE

|  |  |  |  |
| --- | --- | --- | --- |
| **(1) DATE:** | **(2)FACULTY MEMBER:** | **(3)PAYABLE TO:** | |
| QUANTITY | **DESCRIPTION** | | **TOTAL** |
|  | **Reimbursement for Peer Mentor/FYS expenses**  **Receipt(s) must be attached**  **(4) Brief Description of Purchase:** | | **(5)**  **$** |
|  |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Dean of Faculty |  |  |  |  |
| (6) |  |  |  |  |  |
| **REQUESTED BY:**  **(FYS INSTRUCTOR NAME)** |  | **DEPARTMENT** |  | **ACCOUNT #** |  | **APPROVED BY**  **(DEAN OF FACULTY)** |