



Payment Request/Expense Reimbursement

- > Reimbursement for capital equipment or computers/laptops is prohibited. These items must be purchased directly through NFFRE.
- > Invoices and/or receipts must be attached to request.

Request Date

Project PI (if applicable)

Project ID
(if applicable)

NFFRE Account #

Amount Requested

Payee

Payee Mailing Address

Description of Goods or Services

Justification for Expenditure

Requestor Signature

Project Approver
(if different than Requestor)

NFFRE Office Use Only

Executive Director Approval

Date

Funds/budget verified by:

Entered in A/P by: