5	THE UNIVERSITY of NORTH CAROLINA GREENSBORO Teacher Education and Higher Education	Reimbursement/Purchase Request	
	488 School of Education Building PO Box 26170, Greensboro, NC 27402-6170 336.334.3437 Phone 336.334.4120 Fax		
Your Nar	me	UNCG ID:	
	<b>be charged:</b> not know fund number, please describe funding sour		
	request/purchase:	Amount:	
PURCHA	SE REQUEST ONLY		
Vendor:			
Item(s):			
Who:			
What:			
When:			
Where:			
Why:			
		REQUIRED FOR REIMBURSEMENT:	
	Itemized receipts 5 W's (who, what when, where, why)		
	1	Number of attendees, if for an event	
	List	of attendees - if an event of 25 or less	

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