

NC STATE

Textile Engineering, Chemistry & Science Department

Reimbursement Form

Full Name		Date	
Address (must match what is in MyPack Portal)		Vendor ID	
		Invoice	
		Voucher #	
Email		Reference	

Line	Store / Company Name	Reason for Purchase	Amount
1			
2			
3			
4			
5			
TOTAL			\$ 0.00

Project # (with Phase #)	Expense Code	Percentage	Total Cost
		100.00%	\$ 0.00
		0.00%	\$ 0.00
		0.00%	\$ 0.00

APPROVED: _____
Signature of P.I. Date

APPROVED: _____
Signature of Department Head Date

After obtaining the P.I.'s signature, please bring this form & all original receipts to TECS Office Staff in 3270. Additionally, you can also email textilestecs@ncsu.edu to submit your reimbursement and scanned receipts.