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| **Department of Educational Psychology****PUBLIC PURPOSE for Request of Purchase or Reimbursement**Revised 9-22-23 |
| Purchase or Reimbursement for what **itemized** Item(s)  | 1.      2.      3.       |
| Dates associated with purchase or reimbursement (example: conference travel dates, event dates; receipt date) |       |
| Location associated with this purchase or reimbursement (example: conference location, campus location, purchase location) |       |
| How does this purchase benefit the following:- Your Professional Development- EPS Department- EPS Department Programs- College of Education- Northern Arizona University |       |
| How will item(s) be utilized (if applicable) |       |
| **NEW - Itemized** expense(s) associated with this purchase/reimbursement  | 1.      2.      3.       |
| **NEW -** Funding Source (Speedchart # or name of Speedchart) |       |
| NAU employee making this purchase? |       |
|  |  |

Professional Development expenses are applied to speedchart 2510080F25