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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