



Tisch School of the Arts
Office of Student Affairs
726 Broadway, 2nd Floor
New York, NY 10003

REIMBURSEMENT FORM FOR CLUBS & ORGANIZATIONS

Attach this form to any receipt that you submit for reimbursement or for club records.

TODAY'S DATE: March 4, 2014

YOUR NAME: SHERLOCK HOLMES

YOUR EMAIL ADDRESS: s.holmes@gmail.co.uk

CLUB NAME: It's Elementary

EVENT FOR WHICH PURCHASE WAS MADE: "Watson"

NUMBER OF EVENT ATTENDEES (if applicable): 4

SUBMIT COMPLETED FORM AND ATTACHED RECEIPT TO:

Caroline Wolfe Papocchia
Tisch Office of Student Affairs
726 Broadway, 2nd Floor



NEW YORK UNIVERSITY

STUDENT EXPENSE REIMBURSEMENT FORM

(LAST REVISED DEC 2009)

Form EXP2000S
For Accounts Payable Use Only

This form is to be used by NYU students only to request reimbursement for university business expenses. NYU will not process requests for expenses that are deemed nonpermissible/nonreimbursable by the University. For guidance, refer to the Business Expenses Policy and Expense Reimbursement Policy of the University (www.nyu.edu/financial.services/cdv/policies). If reimbursement is for travel, attach Form EXP2000T (reimbursement request for each trip must be submitted on a separate Form EXP2000T). If reimbursement is for meals during business meetings or events, attach Form EXP2000M. Otherwise, complete Box 11.

CASH REIMBURSEMENT.
 Mark box if total expenses are \$300.00 or less and you want reimbursement in cash. For cash reimbursement, take the form to the Office of the Bursar. For location and office hours, please refer to the Office of the Bursar Website (www.nyu.edu/bursar/location.hours).

PAYEE INFORMATION

1. PAYEE'S FULL NAME (FIRST NAME, MIDDLE INITIAL, LAST NAME) Sherlock Holmes		For Accounts Payable Use Only	
2. HOME ADDRESS 221B Baker Street London W1U 6RH UK		VENDOR NUMBER:	
		5. UNIVERSITY ID NUMBER: N 0 0 0 0 0 0 0 0	
3. ALTERNATE MAILING ADDRESS (IF APPLICABLE)			
4. DEPARTMENT TO BE CHARGED TSOA Student Affairs		6. CONTACT PERSON (IF OTHER THAN PAYEE) AND TEL. NUMBER Mercer Crenshaw 8-1913	

EXPENSE/ACCOUNT DETAILS

7. EXPENSE TYPE	8. AMOUNT	9. CHARTFIELD					TAX CODE
		ACCOUNT	FUND	ORG/DEPT	PROGRAM	PROJECT	
craft supplies	\$ 13:37						
TOTAL EXPENSES:	\$ 13:37						

10. TOTAL AMOUNT OF REIMBURSEMENT (IN WORDS) Thirteen dollars and thirty-seven cents
11. DESCRIPTION AND BUSINESS PURPOSE OF EXPENSE/S Craft supplies for an key scene for It's Elementary's production of "Watson"

12. SIGNATURES/APPROVALS: *I, the Payee, certify that the charges reported here are correct and that I am not claiming reimbursement from other sources for the same.*

SIGNATURE OF PAYEE <i>Sherlock Holmes</i>	EMAIL ADDRESS OF PAYEE s.holmes@gmail.co.uk	TEL. NUMBER 020 5555 5555	DATE 3/4/14
NAME OF APPROVER	SIGNATURE OF APPROVER	TEL. NUMBER	DATE
SIGNATURE OF PAYEE TO PICK UP PETTY CASH (To be signed in the presence of the teller at time of pick-up.)			

Clear Form

NYU BOOK STORES
726 BROADWAY
NEW YORK, NY 10003
212-998-4567
WWW.BOOKSTORES.NYU.EDU

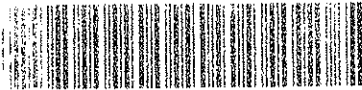
Watson

1 5 55193 1199 Sale

* TEXTBOOKS NON-TAXABLE *

0511419027088 / 219		
TAPE UTILITY .50 X 700	1.99	
0116412517486 / 213		
05174 MAJOR ACEENT 4 PK HIG	4.65	
0716413010150 / 213		
00101 SHARPIE FINE BLACK 04	1.49	
0226383100888 / 213		
01098 PEN G2 RETRACTABLE XF	2.30	
0415952 / 212		
GRAPH PADS-5 SQ. S PEN INCR	1.85	
Subtotal	12.28	
Total Tax	1.09	
Total	13.37 *	
VERIFONE	13.37	

Signature: _____
Date: _____
Authorization:
Reference: 47662236//197223/DEBIT
Control#: 1.5.55193.38931.0133



1.5.55193

10:47 08/28/13
SUMMER COURSE MATERIALS ARE NOT RETURNABLE/FALL RE-
TURNABLE THROUGH 9/17
ALL RETURNS MUST BE IN NEW CONDITION/IN ORIGINAL PA-
CKAGING
BY RECEIPT EBOOKS MAY BE RETURNED WITHIN 7 DAYS OF
PURCHASE
IF NOT ACCESSED/REFERENCE STUDY AIDS, COURSEPACKS &
DIGITAL & PRINT
ARE NOT RETURNABLE, SPECIAL S. DES. C. & MER-
CHANDISE
DAY OF RETURNED : WITHIN 30 DAYS