



APPLICATION FOR CITY REIMBURSEMENT PROGRAM
(COMPUTER SOFTWARE/HARDWARE)

Employee Name _____

Department _____

Employee Number _____

Please provide a list and price of each item of software/hardware and quoted price. (No reimbursement will be approved without complete receipt outlining each item of software/ hardware and price.) *Attachments are acceptable.*

HARDWARE

PRICE

SOFTWARE

PRICE

TOTAL PRICE:

Employee Signature

Date

Approved:

City Manager

Total Amount Approved

Amount Paid to Employee

Date Employee Paid