



Reimbursement Form

YES Finance Department

PURCHASE INFO

Date of Purchase:

(e.g. 02/25/07)

Cost of Purchase:

(e.g. \$36.47)

Vendor:

(e.g. Shaw's)

Item Purchased:

(e.g. food)

Reason for Purchase:

(e.g. Y50K event)

**PLEASE
STAPLE
RECEIPT
HERE**

REIMBURSEMENT METHOD OPTIONS

(choose 1)

Option 1 – Cash

Amount:

Option 2 – Check *(preferred)*

Make Check Payable to:

Amount:

REIMBURSEMENT DELIVERY OPTIONS

(choose 1)

Option 1 – In Person

Your Name:

Option 2 – By Mail *(preferred)*

Mailing Address:

FORM SUBMISSION OPTIONS

(choose 1)

Option 1 – Return completed form in person to: Marlin Cohen, YES CFO

Option 2 – Email completed form to: marlin.cohen@yale.edu (In this case, a scanned copy of the receipt must be provided.)

Option 3 – Mail completed form to: Yale Entrepreneurial Society, P.O. Box 206094, New Haven, CT 06520

Prize Claim Form completed and submitted by: _____ **Date:** _____

~ Thank you! Your reimbursement will be processed and delivered as quickly as possible. ~