

IT HARDWARE REIMBURSEMENT CLAIM

Form: IT-EXP-01

Date of Submission: _____

Submission Guidelines:

- Attach original itemized receipts or proof of purchase for all listed items.
- Hardware purchases must comply with corporate IT procurement policies and have prior approval.
- Claims must be submitted within 30 days of purchase.

EMPLOYEE INFORMATION

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL ADDRESS

MANAGER / APPROVER NAME

COST CENTER / PROJECT CODE

EXPENSE DETAILS

| PURCHASE DATE | ITEM CATEGORY | DESCRIPTION / SPECIFICATIONS | VENDOR / MERCHANT | RECEIPT ATTACHED | TOTAL AMOUNT |
|---------------|----------------------|------------------------------|-------------------|----------------------|--------------|
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| | |
|---------------------------|--|
| Subtotal | |
| Tax / VAT | |
| Total Claim Amount | |

JUSTIFICATION / NOTES (OPTIONAL)

DECLARATION & APPROVALS

I certify that the expenses claimed above were incurred for official corporate purposes and are in accordance with company policies.

Employee Signature

DATE

Manager approval Signature

DATE

IT Department Authorization

DATE