

# BAXTER

## Reimbursement Procedure

All reimbursement receipts **must** be turned in weekly. These are purchases for job related materials that are paid for personally. If the receipts are not turned in within **one** month they are no longer valid for reimbursement. Receipts should be turned in to Accounting and note the following:

- Your Name
- Purchase Order #
- Job Name
- Job Number
- Amount

Please attach a reimbursement request form, which can be obtained from Linda, before turning in to Accounting. These purchases should be minimal, as RL Baxter has accounts with most suppliers.