



**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT**
Administrative Office Of The Courts

**REIMBURSEMENT OF
AUTHORIZED
PURCHASES FOR BOOKS, SUPPLIES,
EQUIPMENT OR PRINTING**

INSTRUCTIONS: Complete in duplicate. Prior approval **MUST** be obtained from AOC Purchasing Services Division before the purchase is made. If prior approval is not received before the purchase is made, you will not be reimbursed for the items.
You will be given an email authorization by Purchasing Services which must be attached to the reimbursement form along with any receipts you have for the item.

MAIL TO:  Administrative Office of the Courts
ATTN: Purchasing Services Division
P.O. Box 2448
Raleigh, NC 27602 OR Send By State Courier Service 56-10-50

I, the undersigned, request reimbursement for the payment of books, supplies, equipment or printing purchases as described below:

Date	Paid To	Paid Invoice/Description	Amount
Prior Approval Given By AOC Purchasing Agent (Name)			TOTAL REIMBURSEMENT 

Date	County/District/Department
Signature Of Payee	Signature Of Supervisor
Name Of Payee (Type Or Print)	Title Of Supervisor

FOR USE BY AOC PURCHASING SERVICES DIVISION	
Name Of Purchasing Agent(Type Or Print)	Signature Of Purchasing Agent

FOR USE BY AOC FINANCIAL SERVICES DIVISION			
COMPANY	ACCOUNT	CENTER	AMOUNT
020__	533110		
020__	532850003		
020__	535900		
020__			
Approval For Payment/Date			
Vendor No.			