

# OUHSC Department

## Form 3 Reimbursement Checklist

To be sent to AP:

1. PeopleSoft Voucher Register
2. Original Form 3 with the following information completed:
  - Name and Employee ID of individual (if not an employee, full name and mailing address is required)
  - The amount in the upper right hand corner
  - Description of the claim
  - The signature of the claimant should be bottom left hand side of the form
  - Notarized where indicated
  - Signature of supervisor on the bottom right hand side for approval.
3. Original receipts. If the receipts are smaller than an 8 ½x11 sheet of paper, they should be taped down completely to a full sheet of paper.
4. Backup documentation such as the seminar notice, meeting attendees, registration form, etc.
5. All paperwork should be paper clipped NOT STAPLED.

To be maintained within the department:

1. Copy of the Form 3
2. Copies of all originals being submitted to AP

### **NOTE:**

Form 3s are single sheets of paper. The Form 3 can either be printed from our Forms page at: [http://www.ouhsc.edu/financialservices/HTML/AP\\_Forms.htm](http://www.ouhsc.edu/financialservices/HTML/AP_Forms.htm) or ordered from OU Printing Services at 271-5489.

For instructions on finding employee vendors searching by employee ID, please see the Vendor Module training manual at:

[http://www.ouhsc.edu/financialservices/Training/Training\\_Mn.asp](http://www.ouhsc.edu/financialservices/Training/Training_Mn.asp)