Date

To: Associated Students at the University of Hawaii

From:

To whom it may concern,

I, (individual who purchased the item/s), purchased (item/s) on (date) for (reason for purchase). My entire purchase came out to (amount total). (person requesting reimbursement) has already reimbursed me (amount total) by cash. Please reimburse (person requesting reimbursement) for the (item/s). If you have any concerns regarding this letter, please contact me at (contact information).

(SIGNATURE)

Name of individual who purchased the item/s

(SIGNATURE)

Name of individual requesting reimbursement