

**DEI Fund Reimbursement Form**

Please provide an explanation of your event/program: the who, what, when and why of the expense. For an item purchased, explain what the item is and for what purpose. Please attach the original receipts to this form, as well as the event agenda or program. Bring or mail the completed form with attachments to the DEI Office, Suite 216, North Hall, 1111 W. 17th St., Tulsa, OK 74107. Checks usually take three to four weeks to issue.

Date:

Name of person/organization to be paid:

Social Security/FEI number or CWID:

Phone number:

Address:

City, State ZIP Code:

Total to be paid: