

**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT**
Indigent Defense Services

**REIMBURSEMENT OF
AUTHORIZED EMPLOYEE PURCHASES**
(DO NOT USE IF VENDOR NOT YET PAID)

INSTRUCTIONS:

Prior approval **MUST** be obtained from IDS before making purchases over \$50. Please email aaron.m.gallagher@nccourts.org for approval and attach the email authorization to this reimbursement form along with any receipts you have for the item(s). Case related expenses over \$250 in non-potentially capital cases require a court order. In potentially capital cases, case related expenses over \$250 require prior authorization from the Office of the Capital Defender.

**EMAIL
WITH ALL
RECEIPTS
TO: →→**

Use Form AOC-A-25 for all travel related expenses. Please make every effort to purchase supplies through AOC Purchasing and to use in-house copying whenever feasible.

ids.employee.reimbursements@nccourts.org

I, the undersigned, request reimbursement for the payment of books, supplies, equipment, postage, printing services or other non-travel expenses:

Date	Paid To	Paid Invoice Description/Explanation	Case #/Client Name (if applicable)	Amount
				\$
				\$
				\$
				\$
				\$
Prior Approval Given by IDS (Name):			TOTAL REIMBURSEMENT	\$

Date	Office
Name of Payee (Type or Print)	Title of Supervisor
Beacon No. (Personnel No.)	Signature of Supervisor
Signature of Payee	

FOR IDS USE ONLY.