If purchase relates to **Travel, Food or Entertainment** the **5 W’s** Are Required  
Food & Entertainment Requires Itemized Receipts & List of Attendees (if less than 25)

**The 5 W’s**

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<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
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</table>

Sub-total: 
**Taxes:**
**Shipping:**
Total Price: $