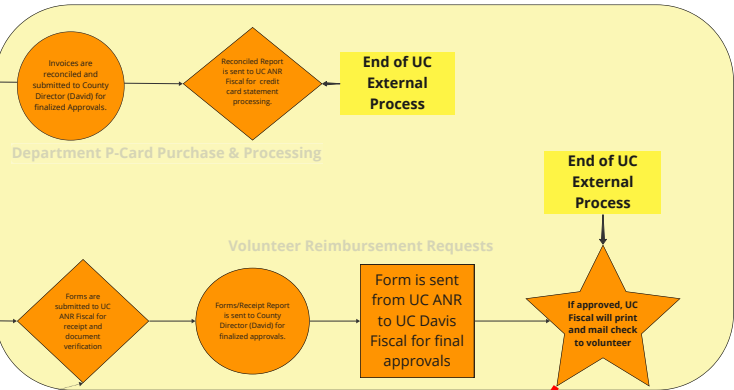
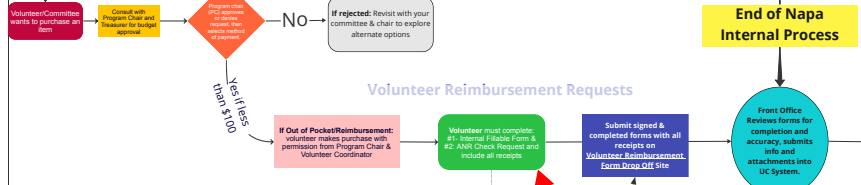


# UCCE Napa Internal Purchase & Reimbursement Process

Start Here!



**\*Volunteer VMS Instructions\***  
 Please Ignore this box if you're a VMS Pro!

- These forms are available on VMS!
- From VMS Homepage, go to News/Docs...
- Click on the Tab Documents/Program Notifications next to Newsletter Tab
- Scroll to #7 - Forms
- Download Form #1 - Internal Filable Form, and Form #2 - ANR Check Request, Complete, Sign & Date. Return to steps above.

*Return to process once forms are complete*

Reimbursements take about 4-6 weeks for completion

*Process restarts if anything is missing/wrong*