

Dean's Office Expenditure Request

Date	
Requested by	
Email Address	
Division	

Type of Expense

- Purchase Order (attach quote or bids)
- Vendor or Employee Payment (initial and include date goods received)
- Pcard Expense (attach receipt)
- Journal (e2e, e2r or transfer)
- Travel Authorization or Expense

Payment Information

Payee Name (vendor or Emp)	
UFID or Invoice	
Amount	
Cost Center	
Address	

Business purpose and how activity supports or advances the goals, objective and mission of the College and University:

Business Entertainment Confirmation:

- | | |
|--|--------------------------|
| List of attendees included | <input type="checkbox"/> |
| Business Meals < \$25, \$40 or \$75 pp | <input type="checkbox"/> |
| University Function < \$100 pp (\$60 food/drinks \$40 venue) | <input type="checkbox"/> |
| Alcohol limited to 30% of subtotal before taxes | <input type="checkbox"/> |
| Gratuity within 15% of subtotal before taxes | <input type="checkbox"/> |
| No spouses in attendance | <input type="checkbox"/> |
| Senior most individual paid | <input type="checkbox"/> |

Email or Signature Approval:

Name Printed	Signature (NA if Email Approval)

By replying via email 'I approve' or signing above, you certify that all information is accurate and the cost center charged is appropriate.