**Expenditure Request**

*Must be submitted to Student Life (C210) at least* ***three weeks*** *prior to date needed.*

**Requestor:** *Enter your name.* **Today’s Date:** *Click to enter today’s date*

**Purchasing for:** *Enter what this is for* **Date needed:** *Enter date items are needed.*

**PAYMENT**

**What is the method of payment?** *Choose an option.*

**Will this be purchased in-store or online?** *Choose an option.*

**Will this purchase need to be reimbursed? \*YES NO**

*\*If yes, must attach reimbursement form AFTER the purchase*

**PURCHASE**

**What will be purchased:** *Enter what will be purchased, include quantities.*

**What vendor/store(s):** *Enter where the items will be purchased from.*

**Amount:** *Enter the* ***total amount*** *being requested.*

**Budget Code:** *Choose a budget.*

**Outcome Statement:** *Enter the purpose of this purchase, include who it will be serving.*

**AUTHORIZATION:**

The **signatures** below verify that funds are available for the requested expenditure and authorize the expenditure of those funds from the account specified.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Click to enter date.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Click to enter date.*

Requestor Student Engagement Specialist

Director of Student Life

Club Advisor