

Expenditures Requests - Dean of Students Office

NPO-API

P-CARD

Purchase Req

Petty Cash

IDT

Contracts

AP09 - Club

Vendor		Contact		eMail	
Address		Phone		Fax	
Cost Center:		IO:			
Fund:					

***Please submit form 5 business days in advance.**

Event / Program	Location	Event Date	Expected Delivery	P-card Holder	Last 4 Card #
Vendor ID	Requested By	Request Date	Supervisor Approval	Dean's Approval	Approval Date

Justification:

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Cash Checked out		Processed By		Estimated Of Order
Date & Time		Amount Returned		Final Cost
		Invoice Returned		

Reminders:

- *No split-purchases.
- *A delegation form needs to be attached with receipts.
- *If food is served, a list of attendees must be submitted along with an agenda and/or business purpose of the meeting.