

Student Expenditure Approval Form

*This form must be **COMPLETED** and **APPROVED** THREE days PRIOR to any purchases*

Section A: To Be Completed By Student

Event Information

Requestor _____ Group/Organization _____

Function _____ **Date, Time, & Place** of function _____

Date of Request _____ Signature of Group/Organization Approving Officer _____

(Must be approved by Chair/President or Treasurer)

Item(s) Requested

Date Needed _____ Estimated Cost _____ Vendor Name and FEIN/TIN # _____

Vendor Address _____

Attach receipt(s) and return to the Student Affairs Office **WITHIN 3 DAYS** after purchase or event

A LIST OF ATTENDEES MUST BE ATTACHED FOR ALL MEETINGS WHERE FOOD IS SERVED

Section B: For Student Affairs Use Only

Approval:

Date:

Faxed to Carbondale:

Purchase Order needed? **Yes** _____ **No** _____ If yes, PO# _____

(NOTE: PO form(s) can only be completed on Springfield Campus)

_____ DPO form attached

_____ Account/Organization to be charged _____

_____ Entertainment Expense form completed and attached

_____ Pay vendor listed above Tax ID Number _____

_____ Reimburse _____

SSN _____

Address _____
