

Student Expenditure Approval Form

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

Section A: To Be Completed By Student

Event Information

Requestor _____ Group/Organization _____
Function _____ Date, Time & Place of Function _____
Details of Event _____

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/EVENTS 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 Attached
_____ Account/Organization to be charged _____
_____ Entertainment Expense form completed and attached
_____ Pay Vendor listed above – Tax ID Number _____
_____ Reimburse _____
_____ Dawg Tag # _____
_____ Address _____
