



Expenditure Request and Financial Record
USUAA Internal Committees

- Academic & Student Affairs Activities Executive Legislative Affairs Sustainability

Submitted by: _____ Today's Date: _____

E-mail Address: _____ Phone Number: _____

Description of Expense/Payment: _____

Payment to: _____

Business/Contact Address: _____

Business/Contact Phone Number: _____ E-mail: _____

Purchase/Payment Amount: \$ _____

Type of Purchase: Petty Cash LPO Direct Pay JV Procard

All requests must be accompanied by proper documentation (i.e. invoices, statements, receipts, contracts). Requests submitted without documentation will not be processed.

Does this purchase include a gift/door prize/give away? Yes No

*Requests for gifts or prizes must be accompanied by the USUAA Gift and Prize Request Form

For food purchases only

Please select the type of food item being offered: Full meal Snacks Beverages Pot Luck Other: _____

*Requests for food purchases over \$249.99 and/or payments for catering services must be accompanied by the USUAA Food Purchase Form

By signing below I verify that this request has been approved by the stated USUAA committee. Committee members responsible for this purchase or payment are aware of USUAA financial policies are obligated to act within those guidelines.

Committee Chair Signature

Date

Committee Pro Temp Signature

Date

FOR OFFICE USE ONLY

Fund: _____ Org: _____ Object: _____ Log Number: _____

Authorization: _____ Date: _____

Entered By: _____ Date: _____

Banner Reference: R _____ PO _____ IO _____ J _____

LP _____ Q _____ TA _____