EXPENDITURE REQUEST

USUAA STUDENT GOVERNMENT
UNIVERSITY OF ALASKA ANCHORAGE

- ☐ Operations
- ☐ Activities
- ☐ Legislative Affairs
- ☐ Student & Academic Affairs (SAA)
- ☐ Election Board
- ☐ Other _____

Purchaser

Student Name		Date	
Email Address		Phone	

Vendor

Company Name		Contact	
Address			
Email Address		Phone	

Purchase Type ☐ Petty Cash ☐ JV ☐ Direct Pay ☐ ProCard ☐ Reimbursement

Gift, Prize, or other Give-away Purchase ☐ No ☐ Yes: Describe Event

Food Purchase ☐ No ☐ Yes: Describe Event

Food purchases must be under $499.99
Requests for food, gift cards, giveaways, and prizes require a Rep/Non-Rep form

Expense Description	Price/Unit ($)	Quantity	Total ($)
		Shipping/Fees	
		Total Request	

Signatures

By signing below, I verify this request has been approved by the stated USUAA committee/entity, and that members of the committee/entity responsible for this purchase or payment are aware of and acting in accordance with USUAA financial policies.

Committee Chair Signature *Date*

Committee Chair Pro Tempore Signature *Date*

OFFICE USE ONLY
Fund: _____ Org: _____ Object: _____ Receipt Received: Yes No