



777 Glades Road  
Boca Raton, Florida 33431-0991

## Expenditure from Concession Fund

**TO:** Office of the University Controller

**FROM:** \_\_\_\_\_  
\_\_\_\_\_

**SUBJECT:** Request for Expenditure from Concession Fund Account #

**DATE:** \_\_\_\_\_

I have reviewed the allowable expenditure matrix form and am aware of the criteria outlined in regard to the expenditure of Concession Funds. I certify the requested expenditure, as described below and on the attached documentation, is in compliance with those provisions, appropriate to the occasion, reasonable in amount, and serves a bona fide University purpose.

- Description of expenditure (including, when applicable, date, place, number of people in attendance, and purpose):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Description of how the expenditure serves the interest of the program of higher education:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature for Concession Fund

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

**NOTE: This memo is to accompany all purchase requisitions or disbursement requests from Concession Fund Accounts.**