

Expense Justification Form

Club/Organization Name:

Index No:

Amount \$

Fund: LOCSTG

Name of the Event:

Date(s) of the Event:

Purpose and Benefits:

Prepared by:

Signature: _____

Contact Number:

Date:

Note: This section for University use only.

Approvals:

Director of Student Government/SG Advisor

Date

Associate Dean of Students Affairs

Date

Senior Vice President of Student Affairs
Expense over \$3,000.00

Date

Review by:

Accounting & Budget Office Coordinator

Date

Revised by Jose V. Lezama: 7/13/2009