

Agency Club Account Expense Justification Form

Account/Requester/Delivery Information	SmartTag Name _____	SmartTag # _____	
	Club Representative 1 First and Last Name _____	Club Representative 1 Signature _____	Date _____
	Club Representative 2 First and Last Name _____	Club Representative 2 Signature _____	Date _____
	Contact Number _____	Contact FAU Email _____	
	FAU Delivery Address (If purchase will be delivered) _____		

Event Information/ Benefit and Purpose	Event Name (If Applicable) _____	Event Date (If Applicable) _____
	Purpose of the Purchase (How will the items be used) _____	
	Benefit of the Purchase to FAU/State of Florida (How will this purchase benefit the FAU Student Body) _____	

Purchase Information	Vendor Name _____	
	Purchase Amount _____	Expense Category _____
	Select ONLY ONE Purchase Type:	
	<input type="checkbox"/>	On Campus Food Vendor - Used to easily make food purchases on campus.
	<input type="checkbox"/>	Off Campus Food Vendor - Used to purchase food from a vendor that is not on Campus.
	<input type="checkbox"/>	Printed and Promotional Items - NO Pcard Allowed. Printed items are publications, flyers, posters, signage, and banners. Promotional items are giveaways such as cups, pens, and t-shirts.
	<input type="checkbox"/>	Technology Items - Used to purchase items such as computers, laptops, tablets, monitors, printers, IT parts, etc.
	<input type="checkbox"/>	Contractors - NO Pcard Allowed (i.e. Performers, Speakers, On Campus Employees who provide services, Rental Equipment companies) Used for purchase requests for contractors.
	<input type="checkbox"/>	General Merchandise, Amazon, Office Depot - Used for types of purchases not listed any other place on this page.
	<input type="checkbox"/>	Online - Used for all purchases except where restricted . This must be done by a professional Staff on their purchasing card.
<input type="checkbox"/>	Pcard Holder's Name: _____ Email: _____	
<input type="checkbox"/>	Travel - Used for all expenses related to travel (i.e. registration, transportation, meals, tolls, mileage, gas, etc.).	
<input type="checkbox"/>	On Campus Department - Used to pay or reimburse on campus departments other than the Bookstore, Chartwells or Toshiba for services or goods.	
<input type="checkbox"/>	Business Cards Name Badge - Used to purchase official FAU business cards and name badges	
<input type="checkbox"/>	Reimbursement - Used to reimburse club for expenses. Club must be a registered vendor with FAU.	

Authorized Signatures	Advisor's Name _____	Advisor's Signature _____	Date _____
	<input type="checkbox"/>	<i>Check here if Advisor is a Director for Amount >=\$1,000</i>	
	Amount >= \$1,000 Director's Name _____	Advisor's Signature _____	Date _____
	Amount >=\$3,000 VPSA Name _____	VPSA Signature _____	Date _____

Last Updated July 2021

ASAB Approval	
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