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/Payee Name _____

Purchase Amount _____

Select ONLY ONE Purchase Type:

____ **On Campus Food Vendor** - Used to easily make food purchases on campus.

____ **Off Campus Food Vendor** - Used to purchase food from a vendor that is not on Campus.

____ **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.

____ **Technology Items -** Used to purchase items such as computers, laptops, tablets, monitors, printers, IT parts, etc.

____ **Contractors - NO Pcard Allowed** (i.e. Performers, Speakers, On Campus Employees who provide services, Rental Equipment companies) Used for purchase requests for contractors.

____ **General Merchandise, Amazon, Office Depot** - Used for types of purchases not listed any other place on this page.

____ **Online -** Used for all purchases except where restricted . **This must be done by a professional Staff on their purchasing card.**

Pcard Holder's Name: _____ Email:_____

____ **Travel** - Used for all expenses related to travel (i.e. registration, transportation, meals, tolls, mileage, gas, etc.).

____ **On Campus Department** - Used to pay or reimburse on campus departments other than the Bookstore, Chartwells or Toshiba for services or goods.

____ **Business Cards Name Badge** - Used to purchase official FAU business cards and name badges

____ **Reimbursement** - Used to reimburse club for expenses. Club must be a registered vendor with FAU.

ASAB Approval	