

Today's Date: Today's Date **A&S Expense Justification Form**

Organization/Program Information	Account Name: <u>Name of smartTag see SG Budget</u>
	SmartTag: <u>TAG00xxxx - See SG Budget</u> Expense Line: _____
	Initiator: <u>Person who is placing this order</u>
	Phone Number and Email(s): <u>put a contact number and an email address were we can reach you</u>
	FAU Address (if purchase will be delivered): <u>Put on campus location where you want items delivered</u>

Purchase Information	Event Name (if applicable): <u>Name of your event if applicable</u> Event Date (if applicable): <u>Date of your event</u>
	Vendor Name: <u>Name of the vendor you are purchasing good from</u>
	Purpose of Purchase: <u>What you are purchasing and how will it be used</u>
	Benefit of Purchase to FAU: <u>How will your purchase benefit FAU student body</u>
	Travel Related? Yes No
	*If yes, you must first complete a Student Notification to Travel Form before you complete this form.
	Type of Purchase: <u>Select the purchase type that best describes your purchase</u>
	General Merchandise, Off Campus Food Vendor, Promotional items, Printed items, Performers, Speakers, Equipment Rental, or Office supplies
	On Campus Food Vendor
	Technology (software, computers, monitors)
FAU Trademark Business Cards, Stationary, or Name Badge	
Online Purchase, Pcard Holder: <u>Name of pcard holder</u> Email: <u>email of pcard holder</u>	
On campus Department (Student Union, Campus Rec, Parking Services, Business Services, OIT)	
Travel Reimbursement (Staff only)	

Purchase Amount: Total amount of your purchase. This should match your quote or proof of cost.

Authorizing Signatures	Acct. Manager: <u>acct mgr from SG Budget</u> Signature: _____ Date: _____
	Advisor: <u>SG Advior for Student Purchases</u> Signature: _____ Date: _____
	>= \$1000 Director: <u>Director of SI</u> Signature: _____ Date: _____
	>=\$3000 AVP: <u>SAEM member</u> Signature: _____ Date: _____

