

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

<b>Organization/Program Information</b>	Account Name: _____
	SmartTag: _____ Expense Line: _____
	Initiator: _____
	Phone Number and Email(s): _____
	FAU Address (if purchase will be delivered): _____

<b>Purchase Information</b>	Event Name (if applicable): _____ Event Date (if applicable): _____
	Vendor Name: _____
	Purpose of Purchase: _____
	Benefit of Purchase to FAU: _____
	Travel Related?      Yes      No
	*If yes, you must first complete a Student <a href="#">Notification to Travel Form</a> before you complete this form.
	Type of Purchase:
	<ul style="list-style-type: none"> <li>General Merchandise, Off Campus Food Vendor, Promotional items, Printed items, Performers, Speakers, Equipment Rental, or Office supplies</li> <li>On Campus Food Vendor</li> <li>Technology (software, computers, monitors)</li> <li>FAU Trademark Business Cards, Stationary, or Name Badge</li> <li>Online Purchase, Pcard Holder: _____ Email: _____</li> <li>On campus Department (Student Union, Campus Rec, Parking Services, Business Services, OIT)</li> <li>Travel Reimbursement (Staff only)</li> </ul>

Purchase Amount: \_\_\_\_\_

<b>Authorizing Signatures</b>	Acct. Manager: _____ Signature: _____ Date: _____
	Advisor: _____ Signature: _____ Date: _____
	>= \$1000 Director: _____ Signature: _____ Date: _____
	>=\$3000 AVP: _____ Signature: _____ Date: _____

