

## A&S Expense Justification Form

Account/Requester/Delivery Information	<hr/> <b>SmartTag's Name</b>	<hr/> <b>SmartTag #</b>	
	<hr/> <b>Account Manager's First and Last Name</b> <small>Account Manager must sign not type signature</small>	<hr/> <b>Account Manager's Job Title</b>	<hr/> <b>Date</b>
	<hr/> <b>Account Manager's Signature</b>	<b>Check here if the account manager is a student</b>	
	<hr/> <b>Contact Number</b>	<hr/> <b>Contact FAU Email</b>	
	<hr/> <b>FAU Delivery Address (If purchase will be delivered)</b>		

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

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

Authorized Signatures	<hr/> <b>Advisor's Name</b>	<hr/> <b>Advisor's Signature</b>	<hr/> <b>Date</b>
	<i>Check here if Advisor is a Director for Amount &gt;=\$1,000</i>		
	<hr/> <b>Amount &gt;= \$1,000 Director's Name</b>	<hr/> <b>Advisor's Signature</b>	<hr/> <b>Date</b>
	<hr/> <b>Amount &gt;=\$3,000 VPSA Name</b>	<hr/> <b>VPSA Signature</b>	<hr/> <b>Date</b>

<b>ASAB Approval</b>	
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