

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

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

Purchase Information	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 Notification to Travel Form before you complete this form.
	Type of Purchase:
	General Merchandise, Off Campus Food Vendor, Promotional items, Printed items, Performers, Speakers, Equipment Rental, Amazon or Office Depot
	On Campus Food Vendor
	Technology (software, computers, monitors)
FAU Trademark Business Cards or Name Badge	
Online Purchase, Pcard Holder: _____ Email: _____	
On campus Department (Student Union, Campus Rec, Parking Services, Business Services, OIT)	
Travel Reimbursement (Staff only)	

Purchase Amount: _____

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

ASAB Approval	
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