



Undergraduate Student Government - West (USGW)

Expenditure Request Form (ERF)

Updated March 2016

Date Needed: _____

AGENCY ORG: _____

Account Type: Local Account

Name of Vendor		Total Amount (Including Tax/Shipping)	
Street Address		City, State, Zip Code	
Purpose	Recruitment	Academic Services	Engagement
	Retention	Leadership Development	Other
Description of items Purchased		Public Purpose	

Name of Requestor	Contact Number

Name of Organization

Event Information <small>(For Events Only)</small>	Event Title:	Event Time:
	Event Location:	Event Date:

Please attach the appropriate documentation * Quote/Receipt/Invoice Must Be Attached
Please check with your financial employee for clarification of supporting documentation

Quote/Receipt/Invoice* <small>(Original/Copy)</small>	Delegation Form <small>(If Purchasing Card is Used)</small>	Flyer <small>(Marketing Sample)</small>	Custom Graphic <small>(Custom Graphics)</small>
Food Purchase	Business Meals Form (BMF)	Attendance List	Food Waiver (Non Aramark Vendor)
On-Site Vendor	Insurance Forms	DPSO Form	Contract
Travel Occurring	Travel Form	Mileage Reimbursement Form	

Type of Payment	Processing Information
Purchasing Card	Vendor: _____
Purchase Order (PO)	Object Code: _____
Other: _____	Sub-Object Code: _____

Requestor Signature: _____	Title: _____	Date: _____
Educational Outreach & Student Services (EOSS) Signature: _____	Title: _____	Date: _____
Authorized Account Signer Signature: _____	Title: _____	Date: _____

Does Expenditure Exceed \$1,000.00	Does Expenditure Exceed \$5,000.00
<p align="center">_____ Dean's Signature</p> <p align="center">_____ Date</p>	<p align="center">_____ VP's Office Signature</p> <p align="center">_____ Date</p>

This has already been: **Ordered** **Purchased** **Received**

Date: _____

Initials: _____