

EXPENDITURE FORM

The following form needs to be completed in order for any payment request paperwork submitted to be approved. All Parties listed must sign below; in the event that President cannot sign the Vice President may sign. All signatures are required. **All paperwork** accompanying this form should be the *original*. If paperwork needs to be **RUSHED** and some signatures cannot be obtained immediately, you will need special approval from the S.A. Treasurer (see box below).

ORGANIZATION: _____

Cost Center #:	Vendor's Name:	\$ Amount:
_____	_____	_____

Please give a brief reason for the expenditure (Who, What, Where, Why & How Many People)

Before turning in an expenditure form, please be sure that you have attached the following applicable information:

- Original Receipt or Invoice (not a statement) for a check request
- Quote (for a purchase order)
- Copy of the card if requesting a check request (if payment was made with credit or debit card)
- Independent Contractor Form
- W-9
- If this expense is for food or travel, please include a food/travel form (found on the SA website) listing the names and ZID's of those participating

_____ President's or VP's Name	_____ President's or VP's Signature
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_____ Treasurer's Name	_____ Treasurer's Signature
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_____ Advisor's Name	_____ Advisor's Signature
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If this is a check request please fill out the information below.

Today's Date _____ Date Needed _____ (Please allow two weeks)

DO NOT WRITE IN THIS BOX	
_____ SA Treasurer Signature	_____ Date
_____ SA Accountant Signature	_____ Date