Expense Request Form

If requesting a Check, fill out both Pages 1 and 2.
If using the Credit Card only complete Page 1.

- You MUST attach supporting documentation to this request.
- Requests will be returned if they are not completed properly.
- Clubs are responsible for maintaining a positive balance in all of their accounts. Failure to do so will result in the club being suspended with possible fines.

Club Information		
Club Name	Treasurer Name	Date

Vendor Information	
Company Name	Contact Name
Street Address	Telephone Number
City, State Zip Code	Fax Number

Payment Details	
Total Cost: $	Is this amount an estimate or actual expense?
What account does the club want to use? (circle one) Primary Account	Foundation Account

Credit Card Only	
Credit Card Payment	
Note: 2 days notice is recommended	*Justification for purchase (Who, What, Why, When, Where)*
Club would like meeting with Sport Clubs Coordinator place on:	

OFFICE USE ONLY			
Account # 1026 1701 -- 10140 – 213_____	Vendor ID	Authorized Signature	Date
Additional Details:			

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Check Payment	
Note: Checks can take up to 30 days to process.	☐ Club will hand deliver check

Justifications of Transaction (Answers must be in-depth):
WHO is this purchase for, who benefits from the purchase/transaction? Please list ALL individual names if purchased for a team.
WHAT is the club purchasing/paying for? (Please indicate the NAME of purchased items AND the associated event)
WHEN and WHERE: for an event, please indicate the **date(s)** & **location** the event will take place. For items, please state when & where the purchased items **will be used.**
WHY is the club making this purchase/transaction? Please state the **reason(s)** and **benefit(s)** the club will gain from the purchase/event.
When does the vendor expect to be paid? Please note that except payments made to **individuals**, it'll take 30 days from the invoice date/requested date (of the Expense Request form) for the U Disbursement Office to cut the checks.

Additional Details