

Expense Approval Form (EAF)

THIS FORM MUST BE FILLED OUT FOR ANY EXPENDITURE YOUR CLUB MAKES.

***** Please allow 3 days turnaround for most requests; 7-10 days for check requests*****

VISA _____ (Office use only)

Date you need this Transaction done by _____

Requestor's Name _____ Today's Date _____

Email _____ Phone _____ Organization _____

Alternate Contact

Name _____ Phone _____ Email _____

Account number: _____.00000

(Office use only)

Method of Payment/Transaction needed:

DATE STAMP HERE

☐ Cash Needed (Maximum cash allowed is \$200. Give Details Below.)
(You must submit receipts within 5 days. Use Tax Exempt Certificate.)

☐ Office-Max Purchase

☐ Travel

☐ Check Payment (RIT Requires Official Backup in order to draw a check. Attach invoices/receipts /W-9 for all Check Requests. If check is for a student, student needs to complete Direct Deposit Authorization Form—Accounts Payable)

☐ Additional Award Approved Funds
Award # _____

☐ VISA

☐ Hub (After purchase, return invoice to Club Resource Center)

☐ Transfer of Funds

Event Name _____ Destination _____ Event Date _____

Location of Secure Storage for this item _____

Company/Individual that you will be paying:

Name _____ Company's Phone# _____

Address _____ Company's Fax# _____

City/State/Zip _____ Student's University ID# _____

Detailed Description of Purchase: (List details of your event including names of attendees or number of expected attendees/items to be purchased and the purpose of the purchase....if you are requesting change for an event, list denominations of cash needed and amounts)

Total \$ _____

Advisor's Name (Please print) _____ E-mail _____

Advisor's Signature _____ Advisor's Phone # _____

Please fill this form out completely. Your request could be delayed if any information is missing. Check your club's mail folder often!

Shipments

T SHIRT APPROVAL

(Signature of Center for Campus Life Professional/Manager Staff)

Revised July 2009

Signature

Pick Up Date