

DEPARTMENT: _____ Date: _____

Dept. Director: _____

Person Requesting Expense: _____ Title: _____

Charge to:

Fund name: _____

Account number: 17A 56 - _____

Amount: _____

Description of expense and suggested vendor:

Which University mission does this expense support? Research Education Public Service Outreach

Provide a brief justification of how this expense is necessary:

I have read BPPM 70.33 and understand the uses of discretionary 17A accounts.

I have read the Current Use Agreement for this account and understand the uses and purposes.

I have reviewed the AIS Account Balances/Detail Application including all pending transactions, and this expenditure will not overdraft this account.

17A Reconciler X Signature Date

I approve this expense and understand I must adhere to the uses of 17A accounts and the uses and purposes of the Current Use Agreement for this account.

Director's Name X Director's Signature Date

A signed original form must to be attached to the RFP or P-Card transaction log, and copies must be maintained in your 17A binder.

Please attach all supporting documentation for this request. Examples include list of attendees, travel expense voucher, RFPs, IRIs, correspondence, etc.