

## A&S Expense Justification Form

|   |  |  |            |
|---|--|--|------------|
| <b>Account/Requester/Delivery Information</b> | SmartTag Name _____  | SmartTag # _____                               |            |
|   | Account Manager's First and Last Name _____                | Account Manager's Job Title _____              | Date _____ |
|   | Account Manager's Signature _____                          | Check here if the account manager is a student |            |
|   | Contact Number _____                                       | Contact FAU Email _____                        |            |
|   | FAU Delivery Address (If purchase will be delivered) _____ |  |            |

|   |   |                                  |
|---|---|----------------------------------|
| <b>Event Information/<br/>Benefit and Purpose</b> | Event Name (If Applicable) _____  | Event Date (If Applicable) _____ |
|   | Purpose of the Purchase (How will the items be used) _____  |                                  |
|   | Benefit of the Purchase to FAU/State of Florida (How will this purchase benefit the FAU Student Body) _____ |                                  |

|  |  |
|--|--|
| <b>Purchase Information</b>  | Vendor Name _____  |
|  | Purchase Amount _____ Expense Category _____   |
|  | Select <b>ONLY ONE</b> Purchase Type: <a href="#">Select the purchase type that best describes your purchase</a>   |
|  | <input type="checkbox"/> <b>On Campus Food Vendor</b> - Used to easily make food purchases on campus.  |
|  | <input type="checkbox"/> <b>Off Campus Food Vendor</b> - Used to purchase food from a vendor that is not on Campus.  |
|  | <input type="checkbox"/> <b>Printed and Promotional Items - NO Pcard Allowed.</b> Printed items are publications, flyers, posters, signage, and banners. Promotional items are giveaways such as cups, pens, and t-shirts. |
|  | <input type="checkbox"/> <b>Technology Items</b> - Used to purchase items such as computers, laptops, tablets, monitors, printers, IT parts, etc.  |
|  | <input type="checkbox"/> <b>Contractors - NO Pcard Allowed</b> (i.e. Performers, Speakers, On Campus Employees who provide services, Rental Equipment companies) Used for purchase requests for contractors.               |
|  | <input type="checkbox"/> <b>General Merchandise, Amazon, Office Depot</b> - Used for types of purchases not listed any other place on this page.   |
|  | <input type="checkbox"/> <b>Online</b> - Used for all purchases except where restricted. <b>This must be done by a professional Staff on their purchasing card.</b>  |
| <input type="checkbox"/> Pcard Holder's Name: _____ Email: _____   |  |
| <input type="checkbox"/> <b>Travel</b> - Used for A&S staff expenses related to travel (i.e. registration, transportation, meals, tolls, mileage, gas, etc.).                  |  |
| <input type="checkbox"/> <b>On Campus Department</b> - Used to pay or reimburse an on campus department other than the Bookstore, Chartwells or Toshiba for services or goods. |  |
| <input type="checkbox"/> <b>Business Cards Name Badge</b> - Used to purchase official FAU business cards and name badges.  |  |

|                              |  |                           |            |
|------------------------------|--|---------------------------|------------|
| <b>Authorized Signatures</b> | Advisor's Name _____   | Advisor's Signature _____ | Date _____ |
|                              | <i>Check here if Advisor is a Director for Amount &gt;=\$1,000</i> |                           |            |
|                              | Amount >= \$1,000 Director's Name _____                            | Advisor's Signature _____ | Date _____ |
|                              | Amount >=\$3,000 VPSA Name _____                                   | VPSA Signature _____      | Date _____ |

Last Updated June 2021

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| <b>ASAB<br/>Approval</b> |  |
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