Student Government Expense Justification Form

Name (Department, club, or program):

Index No:  

Amount: $  

Fund: LOCSTG

Name of the Event: _____________________________________________________________

Date(s) of the Event: __________________________

Purpose and Benefits:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Prepared by: __________________________  

Signature: __________________________

Contact Number: __________________________  

Date: __________________________

Required:

Advisor/Account Manager: __________________________  

Date: __________________________

Note: This section for University use only

Review by:

__________________________  

Date

SG Accounting & Budget Office Staff

Approvals $1,000-$2,999:

__________________________  

Date

Associate Dean for Students Affairs (or designee)

Expense over $3,000:

__________________________  

Date

Director, Student Affairs Operations

__________________________  

Date

Sr. VP for Student Affairs (or designee)

__________________________  

Date

Rev: 7/31/2012 by Ryan Frierson