

## A&S Expense Justification Form

|  |   |   |                   |
|--|---|---|-------------------|
| Account/Requester/Delivery Information | <hr/> <b>SmartTag's Name</b>  | <hr/> <b>SmartTag #</b>                               |                   |
|  | <hr/> <b>Account Manager's First and Last Name</b><br><small>Account Manager must sign not type signature</small> | <hr/> <b>Account Manager's Job Title</b>              | <hr/> <b>Date</b> |
|  | <hr/> <b>Account Manager's Signature</b>  | <b>Check here if the account manager is a student</b> |                   |
|  | <hr/> <b>Contact Number</b>   | <hr/> <b>Contact FAU Email</b>                        |                   |
|  | <hr/> <b>FAU Delivery Address (If purchase will be delivered)</b>   |   |                   |

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

|                          |   |   |   |
|--------------------------|---|---|---|
| Purchase Information     | <hr/> <b>Vendor's Name</b>  |   |   |
|                          | <b>Purchase Amount</b> \$ <hr/>   | <b>Select Expense Category:</b>   | <input type="checkbox"/> Food Services<br><input type="checkbox"/> Programs and Services<br><input type="checkbox"/> Support Service<br><input type="checkbox"/> Travel |
|                          | <b>Select <u>ONLY ONE</u> Purchase Type:</b>  |   |   |
|                          | <input type="checkbox"/>  | <b>On Campus Food Vendor</b> - Used to easily make food purchases on campus through Chartwells  |   |
|                          | <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 - <u>NO Pcard Allowed</u></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 - <u>NO Pcard Allowed</u></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. You must confirm with them before listing them.</b>               |   |
| <input type="checkbox"/> | <b>Pcard Holder's Name:</b> <hr/> <b>Email:</b> <hr/>   |   |   |
| <input type="checkbox"/> | <b>Travel</b> - Used for A&S staff expenses related to travel and event 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 or Name Badge</b> - Used to purchase official FAU business cards and name badges.   |   |   |

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

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