A&S Expense Justification Form

Account/Requester/Delivery Information

SmartTag's 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) _____

Event Information/ Benefit and Purpose

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) _____

Purchase Information

Vendor's Name _____

Purchase Amount $ _____

Select Expense Category:
- ☐ Food Services
- ☐ Programs and Services
- ☐ Support Service
- ☐ Travel

Select ONLY ONE Purchase Type:

- ☐ **On Campus Food Vendor** - Used to easily make food purchases on campus through Chartwells
- ☐ **Off Campus Food Vendor** - Used to purchase food from a vendor that is not on Campus.
- ☐ **Printed and Promotional Items - NO Pcard Allowed**. Printed items are publications, flyers, posters, signage, and banners. Promotional items are giveaways such as cups, pens, and t-shirts.
- ☐ **Technology Items -** Used to purchase items such as computers, laptops, tablets, monitors, printers, IT parts, etc.
- ☐ **Contractors** - NO Pcard Allowed (i.e. Performers, Speakers, On Campus Employees who provide services, Rental Equipment companies) Used for purchase requests for contractors.
- ☐ **General Merchandise, Amazon, Office Depot** - Used for types of purchases not listed any other place on this page.
- ☐ **Online -** Used for all purchases except where restricted . **This must be done by a professional Staff on their purchasing card.** ***You must confirm with them before listing them.***

  Pcard Holder's Name: _____ **Email:** _____
- ☐ **Travel** - Used for A&S staff expenses related to travel and event travel (i.e. registration, transportation, meals, tolls, mileage, gas, etc.).
- ☐ **On Campus Department** - Used to pay or reimburse an on campus department other than the Bookstore, Chartwells or Toshiba for services or goods.
- ☐ **Business Cards or Name Badge** - Used to purchase official FAU business cards and name badges.

Authorized Signatures

Advisor's Name _____ Advisor's Signature _____ Date _____

☐ *Check here if Advisor is a Director for Amount >=$1,000*

Amount >= $1,000 Director's Name _____ Advisor's Signature _____ Date _____

Amount >=$3,000 VPSA Name _____ VPSA Signature _____ Date _____

Last Updated June 2024

ASAB Approval	