

For Internal Use:

EXPENDITURE REQUEST

STEP 1: INITIATE REQUEST Requestor: _____ Date: _____

Requestor's E-mail: _____ Phone: _____

General Purchase Request (Prior approval is required for all purchases)

Please provide a detailed description of the items to be purchased/paid-for below:

- ➔ If this request involves FOOD purchase, attach the agenda for your event
- ➔ A sign-in sheet is also required upon completion of the event

Company/Vendor	Quantity	Item #/Brand/Brief Description	Amount per Unit	Total Amount
GRAND TOTAL				

Do you plan to pay with personal funds and ask for reimbursement? Yes No

FOR REIMBURSEMENT: Once purchase is done, please submit all original receipts and bank/credit card statements for reimbursement within (7) Business Days from the date of transaction. Otherwise, the University Unrestricted Accounting Office will require additional documentation for late submittal.

Business Purpose: _____

STEP 2: SUBMIT THIS FORM TO DOUG WILLIAMS FOR THE RESPECTIVE APPROVAL(S)

Once all the approvals are obtained, depending on the nature of the request, this job may take up to (2) weeks.

FOR INTERNAL ACCOUNTING USE ONLY:

The purchase is:

Disapproved: ___ No Funds Available ___ Not a budgeted item

Approved in the amount of: \$ _____ (Index # _____ Account Code # _____)
\$ _____ (Index # _____ Account Code # _____)

Grant/Contract Responsible Person: _____ Date: _____

Purchase type block:

- Purchasing Card (P-Card) Charge Date of Purchase/Initial: _____
- Direct Pay: ◇ DP-EZ# _____ ◇ DPI# I _____
- Requisition: # R _____ ◇ UNM Dept (one time) ◇ UNM Dept (Master)
- Purchase Order: # P _____ # Y _____