

Agency Club Account Expense Justification Form

Account/Requester/Delivery Information	<hr/> SmartTag Name	<hr/> SmartTag #	
	<hr/> Club Representative 1 First and Last Name	<hr/> Club Representative 1 Signature	<hr/> Date
	<hr/> Club Representative 2 First and Last Name	<hr/> Club Representative 2 Signature	<hr/> Date
	<hr/> Contact Number	<hr/> Contact FAU Email	
	<hr/> FAU Delivery Address (If purchase will be delivered)		

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

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

ASAB Approval	
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