# Student Musical Activities

## Expenditure Authorization Form

**TYPE OF EXPENDITURE (check one):**

- [ ] Purchase Order
- [ ] Procurement Card
- [ ] Campus Charge
- [ ] Reimbursement
- [ ] Pre-Authorization
- [ ] Other

### VENDOR INFORMATION:

- Name: ____________________________  Date Requested: ____________
- Address: ____________________________  Date Authorization Needed: ____________
- Phone: ______________________________  Delivery Date: ____________
- Fax: ________________________________
- Tax ID or SS #: ____________________________
- Contact Name: ____________________________

### EXPENDITURE INFORMATION:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Budget</th>
<th>Line Item</th>
<th>Project</th>
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1. If over $2500 or includes Equipment, requires 3 bids in writing from vendors (and allow up to 8 weeks for processing).
2. Cannot exceed $2500 or include Equipment (1 item over $1500)
3. Attach itemized receipts.

Subtotal $ -
Tax -
Total $ -
Not to Exceed

Requested by (print)  Approved By (sign)  Date

Requested by (sign)  Approved By (sign)  Date

**For Administrative Office Use Only**

Purchase Order #:  Account - Fund - Sub  Requisition #/ProCode

BFS Prepared Date  BFS Reviewed Date  QB Entered Date

Printed Name  Authorized Signature  Date