UNIVERSITY OF ALABAMA
STUDENT GOVERNMENT ASSOCIATION
EXPENDITURE REQUEST FORM

NEED FOR FUNDING: _____ EVENT: _____
CABINET OR COMMITTEE: _____ DATE: _____

____ DEPARTMENTAL TRANSFER
____ MISC. DISBURSEMENT VOUCHER (MDV)
____ PCARD
____ PURCHASE REQUISITION/ORDER

____ AIR TRAVEL REQUEST
____ IN-STATE/OUT-OF-STATE TRAVEL
____ OTHER
SPECIFY: _____

---

1. THIS FORM SHALL DOCUMENT ALL STUDENT GOVERNMENT ASSOCIATION EXPENSES.
2. REQUESTOR IS RESPONSIBLE FOR ALL ARRRANGEMENTS AND DETAILS WITH VENDOR.
3. NO VERBAL PURCHASE ORDERS OR PCARD ORDERS WITHOUT PRE-APPROVAL.
4. ALL EXPENDITURE REQUESTS ARE THE RESPONSIBILITY OF THE REQUESTOR.

QUANTITY	EXPENDITURE	UNIT COST	TOTAL COST

VENDOR OR INDIVIDUAL: _____

CWID (INDIVIDUAL): _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____EMAIL ADDRESS: _____

COA: A FUND: 11000 ORGANIZATION: _____ ACCOUNT: _____ PROGRAM: 500

REQUESTED BY: _____ DATE: _____
SGA MEMBER

SPONSORED BY: _____ APPROVED BY: _____
CABINET HEAD OR VP PRESIDENT

APPROVED BY: _____ PROCESSED BY: _____
VICE PRESIDENT FOR FINANCIAL AFFAIRS TREASURER

ORIGINAL: STAFF COPY: DIRECTOR COPY: TREASURER