



CLUB EXPENSE FORM

COMMUNITY RELATIONS AUTHORIZATION FORM

☐ Sponsored Activity Grant ☐ Club Booster Grant ☐ New Club Grant ☐ Club Sport Grant ☐ Club Expense

Date Received ASI Office

BUDGET & ACCOUNT INFORMATION

Club Name: _____

Event Name: _____ Event Date: _____

Account #: _____ Account Balance: _____

Invoice Date: _____ Invoice Number: _____

PAYEE INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ ☐ Pick up at Auxiliary Office

PURCHASE ORDER? ☐ Yes ☐ No Shipping Address: _____

DESCRIPTION OF EXPENSE

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Sponsored Activity Grant and Club Sport Grant Only: ☐ Speakers (9542) ☐ Entertainment (9546) ☐ Supplies (9547)
☐ Rental/Tech (9548) ☐ Misc (9553) ☐ Publicity (9558)

TOTAL COST \$ _____

JUSTIFICATION *(Attach a list of attendees, if applicable)*

Place *(Information about Event, including date & time)*: _____

Purpose *(In relation to Club's mission)*: _____

Relationship *(Name/title/relative to University)*: _____

SIGNATURES & APPROVALS

VERIFIED BY ASI Business Office: _____ Date Processed: _____

AUTHORIZED BY

Club Officer: (Print) _____ (Signature) _____

Club Advisor: (Print) _____ (Signature) _____

Internal Use (Applicable to Grant forms only)

ASI VP of Finance: _____ ASI Executive Officer: _____

PROCESSED BY _____ Date Processed: _____
Accountant (Signature)