						EXPENSE REQUEST FORM SDES Finance Business Center			
Employee/Initiator Name and						Da	nte		
Organization Name (RSO) Location					Pł	none #			
Address									
Purch City/St/Zip			se Type: Expense Card			Requisition		Change Order	
Email						Poimhursor	ment (not tra	wal)	
	NTAL BUDGET DETAILS						FORMATION	-	
Cost Center #			Supplier Name/Number						
Legacy Department (People Soft #	<u> </u>			Phone Nur					
Fund	Supplie			Email					
		Supplier Addı Has the suppl			on		. If No. the	supplier must go to the	
Program C:ft (ID is the same as Foundation number)			WorkDay?			Prospective Supplier Portal			
Gift (ID is the same as Foundation number) Division			State Contract? State Contract Number			Yes	No Don't	Know	
DIVISION			and Expi	ration Date					
	em Description	HASE DE	TAILS	Product		Quantity	Price	Total	
item Description				UP	<u>C</u>		11100	1 0 00.1	
						<u> </u> OF	RDER TOTAL		
		ОТЕ ТШР	ESHOLD			O.	WEN TOTAL		
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Under \$10k \$10,000.01	1-\$35k (2 informal quotes) \$3	5,000.01	L-\$75k (3 f	rormai qu	-		\$75,000.01 (Requires formal		
Exemption Sole Source				Invitational to Bid (ITB)					
Quote 1 - Supplier Name					Ouo	te Amount			
Quote 2 - Supplier Name				Quote Amount					
Quote 3 - Supplier Name				Quote Amount					
Quote o ouppiici itaiiic	DENIETT TO LIK	IIV/EDCIT	V OD CTU	DENT DOE					
	BENEFIT TO UN	VIVERSII	T UK STUI	DEINT BOL	7 1				
		TION OF	DUDCUA	CE CE					
	JUSTIFICA	TION OF	PURCHA	<u>SE</u>					
ACE Entition Only									
ASF Entities Only	FAO or Senate Bill #	# Activity ID							
	Event Date		Event Lo	cation					
Print Name	1st Authorized Signature		Print Name 2nd Authorized Signature						
								3	
	Advisor Name	Advisor Signature							

All necessary and required documents must be attached for timely and accurate processing

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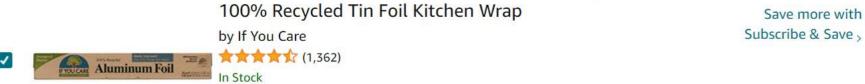
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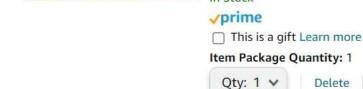
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https://www.amazon.com/CARE-100-Recycled-Aluminum-Foil/dp/B001T6EXTS/ref=sr 1 1?keywords=if%2Byou%2Bcare%2Baluminum%2Bfoil&qid=1638975344& sr=8-1&th=1

FOCUSLINE 300 Piece Compostable Paper Plates Set (Quantity – 10)

https://www.amazon.com/FOCUSLINE-Piece-Compostable-Paper-Plates/dp/B0856RHFK9/ref=sr_1_2?keywords=focusline+300+piece+compostable&qid=1638975505&sr=8-2

Zebra Pen Z-Grip Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 24 Pack (Packaging may vary) (Quantity – 13)

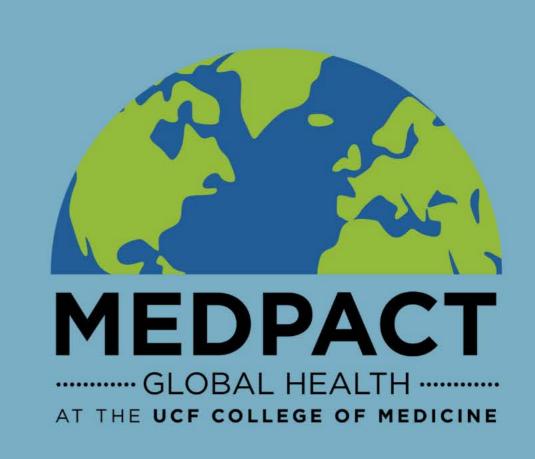
https://www.amazon.com/gp/product/B001BZ6ZN4/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&th=1

Taylors of Harrogate Assorted Specialty Teas Box, 48 count (Pack of 1) (Quantity – 2)

https://www.amazon.com/gp/product/B0062JSYEW/ref=ox_sc_act_title_2?smid=ATVPDKIKX0DER&psc_=1







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