

EXPENSE REQUEST FORM
SDES Finance Business Center

Employee/Initiator Name
and
Organization Name (RSO)

Date

Location

Phone #

Address
City/St/Zip

Purchase Type:Expense CardRequisitionChange Order

Email

Reimbursement (not travel)

DEPARTMENTAL BUDGET DETAILS

SUPPLIER INFORMATION

Cost Center #		Supplier Name/Number			
Legacy Department (People Soft #)		Supplier Phone Number			
Fund		Supplier Email			
Program		Supplier Address			
Gift (ID is the same as Foundation number)		Has the supplier been added to WorkDay?	Yes	No	If No, the supplier must go to the Prospective Supplier Portal
Division		State Contract?	Yes	No	Don't Know
		State Contract Number and Expiration Date			

PURCHASE DETAILS				
Item Description	Product/SKU/UPC	Quantity	Price	Total
ORDER TOTAL				

QUOTE THRESHOLD

Under \$10k	\$10,000.01-\$35k (2 informal quotes)	\$35,000.01-\$75k (3 formal quotes)	\$75,000.01k and up (Requires formal bid process)
Exemption	Sole Source	Invitational to Bid (ITB)	

Quote 1 - Supplier Name		Quote Amount
Quote 2 - Supplier Name		Quote Amount
Quote 3 - Supplier Name		Quote Amount

BENEFIT TO UNIVERSITY OR STUDENT BODY

JUSTIFICATION OF PURCHASE

ASF Entities Only

FAO or Senate Bill #		Activity ID	
Event Date		Event Location	
Print Name	1st Authorized Signature	Print Name	2nd Authorized Signature
	Advisor Name		Advisor Signature

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

Shopping Cart

[Deselect all items](#)

Price



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

★★★★☆ (13,514)

In Stock

✓prime & FREE Returns ▾

Gift options not available. [Learn more](#)

Color: Black

13

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\$7.59

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

by Taylors of Harrogate

★★★★☆ (30,323)

#1 Best Seller in Tea Samplers

In Stock

✓prime

☐ This is a gift [Learn more](#)

Style: Teabags

Flavor Name: Classic Tea Variety Box

Size: 48 Count (Pack of 1)

Qty: 2 ▾

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\$11.49

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FOCUSLINE 300 Piece Compostable Paper Plates Set - EXTRA LONG UTENSILS, Heavy Duty Biodegradable Sugar...

\$29.99

★★★★★ (83)

In Stock

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Size: 300Pack Dinnerware with Napkins

10

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If You Care Aluminum Foil– Pack of One 50 Sq. Ft. Roll - 100% Recycled Tin Foil Kitchen Wrap

\$6.29

by If You Care

★★★★★ (1,362)

In Stock

✓prime

☐ This is a gift [Learn more](#)

Item Package Quantity: 1

Qty: 1 ▾

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Subtotal (26 items): \$427.84

Aluminum Foil (Quantity – 1)

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

Taylor's 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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Christine Ngaruiya,
MD, MSc, DTMH
Emergency Physician and
Global Health Researcher
from Yale University



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