

Request for Expenditure

- This form is for requesting any expense that is not an honorarium or travel (in which case, use the guest artist form or travel form).
- This form must be submitted to the Director's Office before items are purchased. If your purchase has not been approved, the School of Music may not have the funds to reimburse you or be able to order a check for the payee(s).

Your Name _____ Your Area (e.g. W/P) _____

Vendor/Payee Name _____

Vendor Contact Person _____ Phone _____

Email _____ Website (if applicable) _____

Please Order: Yes No Notes: _____

Please ask the vendor to send a W9. Payment cannot be requested without a W9.

Items requested:

Quantity	Description	Unit Price
TOTAL Budget Requested		

Area Director Signature

Date

School of Music Director Signature

Date

Director's Office Notes:

**Complete and return to Tim Shade
and Anne Marie.**