

PFSU Expenditure Request ^

Requested by: _____ Dept. _____ Date Requested: _____

	Item Requested	Description of Usage	Vendor** <small>(Attach Catalog Pages if available)</small>	Qty.	Cost	Total
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Grand Total						

Discussion: (e.g. More information required, try different funding source, further questions, etc.)

Action: Passed Declined Tabled

Comments: _____

***Requestor must be present or send representative to present your request.**
 **Liz Prado has a variety of catalogs in the office or you can attach pages from your Sources. We encourage you to do some price comparisons where possible.

Date Approved:

Amount Allocated
\$ _____

