UNIVERSITY OF ALABAMA
STUDENT GOVERNMENT ASSOCIATION
EXPENDITURE REQUEST FORM

NEED FOR FUNDING: ____________________________________________
EVENT: ____________________________________________
CABINET OR COMMITTEE: __________________________
DATE: __________________________

___ DEPARTMENTAL TRANSFER
___ AIR TRAVEL REQUEST
___ MISC. DISBURSEMENT VOUCHER (MDV)
___ IN-STATE/OUT-OF-STATE TRAVEL
___ PCARD
___ OTHER
___ PURCHASE REQUISITION/ORDER
SPECIFY: ________________________________________

1. THIS FORM SHALL DOCUMENT ALL STUDENT GOVERNMENT ASSOCIATION EXPENSES.
2. REQUESTOR IS RESPONSIBLE FOR ALL ARRANGEMENTS AND DETAILS WITH VENDOR.
3. NO VERBAL PURCHASE ORDERS OR PCARD ORDERS WITHOUT PRE-APPROVAL.
4. ALL EXPENDITURE REQUESTS ARE THE RESPONSIBILITY OF THE REQUESTOR.

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<th>QUANTITY</th>
<th>EXPENDITURE</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
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VENDOR OR INDIVIDUAL: __________________________________________________________________
CWID (INDIVIDUAL): ______________________________________________________________________
ADDRESS: ______________________________________________________________________________
CITY/STATE: ____________________________ ZIP CODE: __________________
PHONE NUMBER: ____________________________ EMAIL ADDRESS: ________________________________
COA: A FUND: 11000 ORGANIZATION: __________ ACCOUNT: ________________ PROGRAM: 500
REQUESTED BY: ____________________________ DATE: ____________________________
SPONSORED BY: ____________________________ APPROVED BY: ____________________________
APPROVED BY: ____________________________ PROCESSED BY: ____________________________
SGA MEMBER
CABINET HEAD OR VP
VICE PRESIDENT FOR FINANCIAL AFFAIRS
TREASURER

ORIGINAL: STAFF COPY: DIRECTOR COPY: TREASURER