

UNC Charlotte Sport Clubs 08-09 Expense Request Form



Club Information	
Club Name	Treasurer Name
Treasurer Telephone	Treasurer Email

Vendor Information	
Company Name	Contact Name
Street Address	Telephone Number
City	Fax Number
State	Email Address
Zip Code	Web Address

For Purchases:

-Please be sure to attach a proper quote or documentation for all purchases.

Purchase Information
What is the club purchasing or paying for? (Be Specific)
Why is the club making this purchase/transaction?
Who benefits from this purchase/transaction?
When does the vendor expect to be paid?

Payment Details	
Total Cost:	Is this amount actual or estimated?
What account does the club want to use? (Please Circle)	
University Account	Outside Checking Account

University Account Handling Procedures (Check one option)	
Purchase Order	Check
PO's can take up to one week to process	Checks can take up to 3 weeks to process
Fax PO to vendor by:	Put check in the mail by:
Club will hand deliver PO. Pick up by:	Club will hand deliver check. Pick up by:
Does your club have the proper funds in the correct line item in your budget for this purchase? Yes / No	
Is a line transfer of funds required for this purchase/transaction? Yes / No	
If yes, please attach a Line Item Transfer form.	

Outside Checking Account
What date does the club want to pick up the check:
After this expense, how much money does the club have in this account? This amount should include all unposted deposits and expenses.
Today's Date:
Balance after expense: \$

Product Handling Details	
*If product is purchased with University Funds, the product MUST be shipped to Recreational Services	
If product is purchased with the Outside Checking account, there are two options: (Check one)	
Have product shipped to Recreational Services	Have product shipped to the following address:

Signatures for Approval	
Treasurer Signature for Submittal:	Date:
Coordinator Signature for Approval:	Date: