

Expense Authorization Form

Reimbursements will not be granted if:

- a. **The expenditure was in the amount of \$100 or more and was not first approved *in writing* by the Treasurer or Comptroller.**
- b. Either a branch head or department/committee head relevant to the expense did not approve the expenditure. Such approval may be either case-by-base or blanket for recurring situations.
- c. A person not holding an official-level position within Student Government made the expenditure.

Name _____

Payee _____

Date _____

Estimated Amount _____

(if \$100 or more, this form **must** be signed by either the Treasurer or the Comptroller)

Description of Expenditure

Department/Committee Head Approval

Name

Committee/Dept.

Signature

Date

Treasurer/Comptroller Approval (if applicable)

Name

Position

Signature

Date