WESTERN WASHINGTON UNIVERSITY

Associated Students
EXPENDITURE REQUEST

Associated Student Business Office
(360) 650-6112 *MailStop9106

New

THIS IS NOT A PURCHASE ORDER

Required authorization varies according to your specific organization, event or club. **Click here for Routing Instructions.** If approved, the request is then forwarded to the AS Business Director. The Director will review this form for completeness, accuracy, and appropriateness.

ORDER FROM / PAY TO:

FULL LEGAL NAME/FIRM	*required*
ADDRESS	
CITY, STATE, ZIP	
W NUMBER	
PHONE	
FAX	
EMAIL/WEBSITE	

After submittal of this form, click on the link given and the Form Number shown above will be the reference you will use on all backup. You will only need to use this number if you require backup for the processing of the ER. Plus turn all necessary backup into the Finance Office (VU 538).

QUANTITY	DESCRIPTION OF ITEMS/ACTIVITY/TRAVEL*	UNIT PRICE	AMOUNT
	required		
		NTE	

*Include specific details - Activity: Name, Time, Date & Location of Event; Travel: Destination, Passenger lists, Mileage, etc.

ACCOUNT INFORMATION

FAST INDEX	ACTIVITY		ACCOUNT (4 characters)	AMOUNT
–REQUIRED–	ASB		–REQUIRED–	$
–REQUIRED–	ASB		–REQUIRED–	$
–REQUIRED–	ASB		–REQUIRED–	$

*SIGNIFIES ACTIVITY CODE IS ALSO REQUIRED

FORM OF PAYMENT

PLEASE CHOOSE ONE:

- ○ HOLD PURCHASE ORDER
- ○ SEND PURCHASE ORDER
- ○ CALL IN PO#
- ○ FAX IN PO # (FAX # REQUIRED IF THIS OPTION IS CHOSEN)
- ○ HOLD CHECK
- ○ SEND CHECK
- ○ OPEN ORDER
- ○ UNIVERSITY CREDIT CARD

FOR STAFF USE ONLY

- ○ P-CARD - I WILL PLACE THE ORDER
- ○ P-CARD - FINANCE OFFICE TO PLACE THE ORDER

SPECIAL INSTRUCTIONS:

ADDITIONAL INFORMATION	
ORGANIZATION/CLUB /EVENT	*required*
EVENT DATE	
LOCATION	
YOUR INFORMATION	
NAME	*required*
PHONE	*required*
EMAIL	

****NOTE:** Reimbursements for Pre-paid purchases will require prior approval and hardcopy of receipt.

AUTHORIZATION: Required authorization varies according to your specific organization, event or club. **Click here for Routing Instructions.**

FINANCE OFFICE USE ONLY

PO# _____
DATE _____
NOTES _____

[E-mail List for Routing]

The submitter must enter the email address of the person to send the form to for further processing. Press SUBMIT to send it.

You have been automatically authenticated from MyWWU. If the information below is incorrect, please contact the Administrative Computing Helpdesk at 650-4444.

ID # W Pin #

Email To: AS.Business@wwu.edu Check Email

*(The **Email To** field is ignored for the **SAVE** and **ATTACH** form actions.)*

Name of person/business receiving payment goes in this section of the ER. Payment could be to a student, performer, business or university service. As much information about that person/business will make the processing of payment go a lot smoother.

Description of item/service is important. Be sure to include any specific details, the Activity Name, Date and Location. If you are traveling, be sure to include your destination, passenger list if needed or mileage traveled. The Amount of the item/service should be the exact price. If you are unsure of the exact price just write an estimated amount in the NTE (Not to Exceed) box.

In order to process your request, we will need the appropriate budget code to do so. AS clubs will use FXCLUB for their Fast Index # and Activity is your ASB# which is three characters. The Account varies depending on the services/items purchased.

Form of payment must be chosen from one of the options to the left. We have a variety of options to choose from when making a purchase. You can use a PO, check, AS Credit Card or Open Order. It's your decision to make that best benefits yourself and the vendor. You can always contact them if you are unsure.

Here you may put any special instructions you may have.

This information to the left may be additional information, but it is important to include in case any questions should come up concerning the ER. This will make processing your ER into that PO, check, credit card purchase or open order a lot smoother.

**This form must be filled out entirely and approved before any reimbursement is considered.

Clubs may send directly to the Business Director. This form requires prior authorization from your director/coordinator before approval from the Business Director if you are an AS office.