

## Request for Expenditure

- This form is for requesting any expense that is not an honorarium or travel (in which case, use the guest artist form or travel form).
- This form must be submitted to the Director's Office before items are purchased. If your purchase has not been approved, the School of Music may not have the funds to reimburse you, or be able to order a check for the payee(s).

Your Name \_\_\_\_\_ Your Area (e.g. W/P) \_\_\_\_\_

Vendor/Payee Name \_\_\_\_\_

Vendor Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Website (if applicable) \_\_\_\_\_

Please Order:  Yes  No Notes: \_\_\_\_\_

Please ask the vendor to send a W9. Payment not cannot be requested without a W9.

Items requested:

Quantity	Description	Unit Price
<b>TOTAL Budget Requested</b>		

\_\_\_\_\_  
Area Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School of Music Director Signature

\_\_\_\_\_  
Date

**Director's Office Notes:**

**Complete and return to Aleks and Anne Marie.**