 **Request for Expenditure**

**School of Performing Arts**

**College of Fine Arts**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | **Date:** |
| **Program:** |  | |

*List in order of importance (type over the examples below & total your request):*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Vendor Name** | **Qty** | **Item Name** | **Reason/Use** | **Unit Price** | **Total** |
| ***1*** | Example B&H | 10 | Cameras | Make a 3-D movie | $10,000 | $100,000 |
| ***2*** |  |  |  |  |  |  |
| ***3*** |  |  |  |  |  |  |
| ***4*** |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |
| ***6*** |  |  |  |  |  |  |
| ***7*** |  |  |  |  |  |  |
| ***8*** |  |  |  |  |  |  |
| ***9*** |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |
|  |  |  |  | **TOTAL Requested** |  | **$100,000** |

Notes & Comments: *If its performance related, please indicate the performance & date needed for each item in the box below.*

|  |  |
| --- | --- |
| Production: | Date Needed: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Is this expense related to a production? Yes  No

Have you spoken with the Production Manager about your request? Yes  No

School Director Signature: Date:

**SPA Office Notes:**

ORG: FUND: DATE PURCHASED: