

Information or Request for Purchase or Payment for Goods or Services

Requested By: _____ Date: _____

1 This form is submitted for the purpose of:

- Requesting the Business Office pay an invoice (attached) -- for goods or services already received.
- Requesting the Business Office to procure or order goods or services as described below.
- Providing information to the Business Office about a charge made with a U of I provider (such as Illini Union Catering or Facilities and Services).
- Providing information related to, all or in part, a p-card or t-card charge. _____
(cardholder's name)

2 Please provide the following information about this transaction:

- a. Name of vendor or provider of goods or services for the transaction:

- b. Is the provider a foreign national? YES NO NOT SURE
- c. Purpose for this transaction. (Provide name of event, if appropriate, and/or specific details of item(s) to be purchased or paid for. Attach necessary documentation. If food or beverage, complete #5, below.)

3 Is this purchase or payment request related to an event for which attendees paid (or will pay) all or part of the expenses? YES NO

4 Amount and Account Information

- You may charge an expense to more than one fund string; i.e., split the expense.
- If you are charging an expense to another budget area, please route this form to that area for the Budget Area Manager's signature before forwarding to the Business Office.
- No signature is required for expenditures against faculty accounts

\$ Amount or % if splitting funds	Provide the following if known:			Description of Funds if account numbers not known	Form Prepared By (Please sign or initial)
	Fund	Org	Program		

Total Amount

5 For transactions involving food or beverages, please complete the following:

- a. Function, date, and bona fide business purpose of the event:

- b. Attendee information:

- 20 or fewer people attended.
The University requires a list of the names of the attendees and their affiliations. Please provide this on the back (page 2) of this form or as an attachment.
- More than 20 people attended.
The University requires an approximate number and general summary of people and their affiliations (students, faculty,

- c. Approval to exceed University or College allowable amounts for meals/refreshments.
If the expenditure per person exceeds or will exceed University and/or College maximum allowable amounts, attach the approval for the exception to this form.