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

<table>
<thead>
<tr>
<th>$ Amount or % of funds splitting</th>
<th>Provide the following if known:</th>
<th>Description of Funds if account numbers not known</th>
<th>Form Prepared By (Please sign or initial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Org</td>
<td>Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, etc).

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.

Last modified 5/17/2017