Student Affairs Expenditure **Pre-Approval**

Date of Request:

Requester:

Date of Event:

Beneficiary (check all that apply): Students Staff/Faculty Community

Type of Expenditure:

Travel

Hospitality\* (entertainers, gifts, food, décor, etc)

Promotional Items (Swag)

Awards

Funding Chartstring:       –       –

*Fund Dept ID Class*

Total Amount\*\*: $

Expense #1: $      for       Approved: Yes No

Expense #2: $      for       Approved: Yes No

Expense #3: $      for       Approved: Yes No

Expense #4: $      for       Approved: Yes No

Description and justification for the expense:

This expense is within my department’s current budget allocation , or my AVP/ED’s current budget allocation.

Approved by:

AVP/ED Name:      Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

VPSA Aniesha Mitchell Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

*Adobe Acrobat Sign Routing – Make the following selections:*

*Signer: AVP/ED*

*Delegator: Karyl Burwell for VPSA Aniesha Mitchell*

*CC: Shannon Ainger*

*File naming convention: Dept ID\_SA Exp Pre-Approval\_Reason ex. “39101- SA Exp Pre-Approval\_Art Series”*

\*[Hospitality Procedures](https://www.csus.edu/administration-business-affairs/internal/accounts-payable/_internal/_documents/2024.07.19.final-hospitality-procedures.pdf) & [Hospitality Policy](https://sacramentostate.policystat.com/policy/11444027/latest/)

\*\*Please submit a new approval if your expenditure is more than $50 over the approved amount

Updated 10/9/24