

## Student Affairs Expenditure Pre-Approval Form Process

- Identify who will be benefiting from this expense; students, staff/faculty, community. Checkmark all that apply.
- The total amount of the event has an added section to break out the expenses by type. Please add the amount for each part, see below screenshot for an example of food and swag being broken out.
- When adding the completed form to Adobe Sign, please add check boxes while under Karyl's name (delegation for VP Mitchell). Drag and drop a check box for each line for both yes and no so VP Mitchell can approve each item individually. You will have to size down the check box to make them fit.
- Please submit one request form for the full event.

Funding Chartstring: \_\_\_\_\_

	Fund	Dept ID	Class	
Total Amount**:				\$1000.00
Expense #1:				\$500 for Food Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Expense #2:				\$500 for swag Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Expense #3:	\$			for Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Expense #4:	\$			for Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>

As a reminder, this process has been established to make sure we are mindful of our expenditures in light of past and future budget reductions.

### 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”

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