## **DIRECT EXPENDITURE FORM**

CSU, San Bernardino -- Accounts Payable x75155

Dept:	Date:	Vendor/Claimant Name:	
E-mail Address  Amount:	Dept:	Address is <b>mandatory</b> if not on attached	
Amount:    Signature:	Contact & Ext.#		
Account   Fund   Deptil   Class   Project	E-mail Address	documentation.	
Account   Fund   Deptil   Class   Project	Amount:	<b>~</b> !	
Printed Name of Approver:    Account   Fund   DeptilD   Class   Project		Signature:	(Authorized to charge account)
Account   Fund   DeptID   Class   Project			
(Please provide complete and accurate account information in the box above to avoid delays or returns.)  MANDATORY: Please explain purpose/benefit to the university of this expenditure request:  THE ORIGINAL AND ONE COPY OF THE INVOICE/ORDER FORM/APPLICATION MUST BE INCLUDED WITH THE SIGNED ORIGINAL OF THE DIRECT EXPENDITURE FORM.  Instructions regarding direct expenditure submittals may be found on the Procedures section of the Accounts Payable Office web page. Please review those instructions prior to completing form and submitting request. If you have any unanswered questions regarding this form or what may qualify as a direct expenditure, please contact Accounts Payable at x75155 prior to submitting your payment request.  PLEASE CHECK APPROPRIATE ITEMS BELOW  (For quicker results, please consider use of the Procurement Card for items in columns A and B.)  A  B  C  [] Nambership [] Permit/License Fee [] Royalties [] Accounting Fee (] Royalties [] Game Guarantee [] Freight/Shipping [] Game Guarantee [] Game Guarantee [] Freight/Shipping [] Gome Gifficial (organization only) [] Physical/sh/Medical Sve [] DGS Car Rental [] College of Extended [] Insurance (athletics only) [] STEP related activities [] Non-travel Related Participant Fee (seminar, workshop, conference)  Personal reimbursements are subject to approval by Procurement. A generic invoice and Unauthorized Purchase Explanation/Certification Form (see Procurement website for copies of these forms) must be completed, signed, and submitted to Accounts Payable with the original itemized receipt(s).  Postage is subject to approval by Procurement. No invoice is necessary for postage requests, but the requesting department is responsible for maintaining the postage receipt in their office for auditors for a period of three years. Postage checks will be held at the Bursar's for pick up.  Accounts Payable Use Only  Vadr#	Account		
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