

University Club Itemized Expense Report

To be included with University Club Cash Advance Envelope upon issuance of cash advance and to be returned by Club with University Club Cash Advance Envelope and Original Itemized Receipts

University Club Name:		Name:		Email and Phone #:		Date	
Date of Expense	Description of Expense			Account to Charge	Amount		
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Fund to Charge:				Dept ID: B0535 Program Code: 0502			
Description of Business Purpose:				Club Officer Name:			
				Signature to Approve Expenses		Total	
Date Received by Bursar		Bursar USE:					
		Clear Advance #:				Date:	