

Eastern Arizona College

615 North Stadium Avenue, Thatcher, AZ 85552

EXPENDITURE AUTHORIZATION FORM

This form allows EAC employees to properly document expense decisions for activities or items that are subject to Graham County Community College District / EAC administrative policies and regulations. The primary intent of this form is to request purchases of meals, snacks, and other food items for EAC sponsored activities. Expenses covered by this form are for activities or items that do not appear to be, without the explanation, ordinary and necessary expenses of EAC as a public educational institution, regardless of the Fund type.

You must get this form signed and approved *prior* to making any purchases.

COMPLETE THE ITEMS LISTED BELOW

1. Describe the activity or item:
2. Date(s), time(s), and location:
3. Identify the type and number of attendees (such as employees, students, general public):
4. Provide justification and describe the benefit to the College:
5. If food is being provided, will Campus Dining Services be utilized? Yes No
 If not, please provide reasoning why Campus Dining Services is not being utilized.

6. Description of expenses, the budget code to be charged, and amount of expense:

Activity or Item (such as facility fees, meals/snacks, decorations, awards, etc. Please include vendor name.)	Budget Code	Amount
Total of Estimated Expenses:		

Department Approvals	Printed Name	Signature	Date
Initiator (Owner)			
Division Chair / Supervisor			
Supervisor / Dean			
Fiscal Control Verification			
President / VP of Admin > \$1000			

Note: Requestor must be a full-time EAC employee and must be someone other than the person approving this form. Only the President, or the President's designee may sign in the "Approved by" space. All approvals must be made before the expense is incurred, including approval of the requisition by the appropriate Fiscal Officer.