

Instructions for Expenditure Authorization Form

We would like to implement the following process to streamline approvals and have a consistent process for activities or items that are subject to Graham County Community College District / EAC administrative policies and regulations. Note that the documentation requirement applies regardless of the fund from which the expense will be made.

Please follow the steps below when requesting to use EAC funds for activities or items that do not appear to be, without the explanation, ordinary and necessary expenses of EAC as a public educational institution. Approval for a prior similar event or item does not provide on-going approval.

- Complete the Expenditure Authorization Form including justification. Please provide enough detail for the approvers to be able to review and approve without requiring additional information.
 - Describe the activity or item. Please be specific and concise.
 - Provide the date(s), time(s), and location.
 - Identify the type and number of attendees (such as employees, students, general public).
 - Provide justification and describe the benefit to the College and how it links directly to the College's Mission, Vision, Values, or Strategic Plan.
 - List expenses, provide budget code(s) to be charged, and estimated amount.
- Please ensure form is submitted with adequate time for approvals to be obtained prior to goods and services being provided.
- Approval by the Vice President of Academics and Student Affairs is required if the dean/director of your division/department reports to that position.
- Approved form must be submitted as supporting documentation when entering the purchase requisition for outside vendor purchases and services. See specific instructions below for Campus Dining Services.

Campus Dining Services Instructions

- Refilling an existing gift card will generally need to follow this approval process.
- Please call (928) 428-8329 for estimated costs from Campus Dining Services.
- Please call (928) 428-8325 to give Campus Dining Services advance notice if a group of five or more will be coming to the dining area.
- Approved form must be submitted by the requestor to Campus Dining Services before services are provided so the transaction can be properly processed.
- Once service has been provided, the final receipt will be attached to the form by Campus Dining Services and submitted to Fiscal Control for reconciliation and recording.