

Marian University
Expense Approval Form for over \$500

Person Requesting Approval _____

Department Budget Number _____

Purpose of the Expense _____

Expense Account Numbers to be charged
 (00-0000-00000-0-00) _____

Annual Budget Line Total _____

Remaining Budgeted Line Total before Expense _____

Approximate Dates of Expenses _____

Expense	Details of Expenditures Reason for Expense	Amount of Expense

Requestor Signature and Date _____

Budget Supervisor Approval Signature and Date _____

VP Area Approval Signature and Date _____

Controller _____

President Approval Signature and Date _____

Rejected Reason or Comments _____