

Worldwide RSO Expense Request Form

Justification of Request:		
Benefit to WW Community:		
RSO/Site Name:		Event Date/Time (EST):
Event Location:		Event Modality:
Event Leader:	Purchase: ERAU Corporate Card <input type="radio"/> Requisition Required <input type="radio"/> Club Swag <input type="radio"/>	
Title/Role:		
Email:	Phone Number:	Total Number of Attendees:

Event Overview		SUPPLIER INFORMATION <small>*(Leave blank if n/a)</small>	
Event Description:		Supplier Name/Number	
Attendees:	IT/AV Support Required:	Supplier Phone Number	
SIT-1 Initiative:	Virtual Platform Required:	Supplier Email	
Food/Bev. Needed:	Safety or Security Concerns:	Supplier Address	
Travel Required:	External Vendors/Speakers:	Has the supplier been added to WorkDay?	Yes <input type="checkbox"/> N <input type="checkbox"/> If No, the supplier must go in WorkDay
Transportation Needed:	Physical Activity:	Multiple Vendors?	Yes <input type="checkbox"/> N <input type="checkbox"/> Don't Know <input type="checkbox"/>
		If working with multiple vendors, submit this form again with just the additional supplier information	

EXPENSE DETAILS

Item Description	Payment Method	Quantity	Price (\$US)	Total (\$US)

If SGA funding is selected, the source is considered University funding and subject to the University's APPMs

ORDER TOTAL

EVENT REQUEST QUOTE THRESHOLD

Under \$5k (1 Formal quote)	\$5K-\$10k (2 Formal quotes)	Over \$10k (3 Formal quotes)
State Sales Tax Exemption Applicable to this Request?		

Quote 1 - Supplier Name	Quote Amount
Quote 2 - Supplier Name	Quote Amount
Quote 3 - Supplier Name	Quote Amount

For verification, all quotes must be attached and reviewed by the Dean of Students Office. Please upload here:

Notes/Special Instructions

Dean of Students (DoS) Office Only

DoS Approval	Approval/Date	Funding Source
Assoc. Dean's Signature	Assistant Director's Signature	Coordinator's Signature
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Print Name	Print Name	Print Name
	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>

** All necessary and required documents must be attached for timely and accurate processing **