University Housing
Expense Tracking Form

Purchaser Information:

Print Name: _____

Sign Name: _____

Purpose for purchased item(s):

Signature Acknowledgements:

Supervisor _____ _____

Director _____ _____

Event Title _____

Event Date _____

Location _____

Number in attendance _____

Amount of purchase: _____

Credit Card:

☐ Halls (7574) ☐ Suites (7624)

☐ Office (7632) ☐ Village (7608)

Budget/Account (RHA/RA Staff complete):

☐ KY/CW Halls ☐ University Suites

☐ Norse Hall ☐ Woodcrest Apartments

☐ RHA ☐ Other (please specify)

_____

Securely tape receipt here (one receipt per page)

GIFT CARDS may not exceed $20.00 and you must complete the section on the reverse side

Gift Card Amount	Gift Card Recipient