

# USC STUDENT LIFE AND INVOLVEMENT EXPENSE REQUEST

APPROVAL: LEAVE BLANK

DEPARTMENT NAME: LEAVE BLANK

ACCOUNT NUMBER: LEAVE BLANK

OBJECT CODE: LEAVE BLANK

SUBMITTED BY: LEAVE BLANK

EXTENSION: LEAVE BLANK

DATE GENERATED: LEAVE BLANK

PURPOSE:

**EXPENSE IS:**

INTERNAL REQUISITION

REQUISITION

PURCHASE ORDER

CHECK REQUEST   
route to \_\_\_\_\_ (type mail to have check mailed)

REIMBURSEMENT   
route to \_\_\_\_\_ (type mail to have check mailed)

MAIL REQUISITION

PROCUREMENT CARD

EVENT NAME: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

ATTENTION TO: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ATTACHMENTS: LEAVE BLANK

Vendor Code: \_\_\_\_\_

Social Security or Tax ID Number:

SPECIAL INSTRUCTIONS: LEAVE BLANK

**BUSINESS OFFICE USE ONLY**

**ACCOUNT STATUS REPORT (DEPARTMENTAL USE)**

INTERNAL REQ # \_\_\_\_\_

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

REQUISITION # \_\_\_\_\_

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PO # \_\_\_\_\_

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

CHECK REQ # \_\_\_\_\_

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

MAIL REQ # \_\_\_\_\_

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_