



Lynn University

Expenditure Request Form

For Business Office Use Only

Date for pickup or mailing:

Department # Account Code

Amount(s)

Forms will not be processed without a code for each amount

Most Common Codes:

Department # + 020 Office Supplies

Department # + 029 Conferences

Department # + 035 Dues & Subscriptions

Department # + 040 Miscellaneous

Department # + 045 Travel

☐ Check Request (Invoice Attached)

Total:

☐ Purchase Order Request (Submit to Purchasing Department)

☐ Reimbursement Request

Purchase/Service: Description, Purpose, Invoice#, Invoice Date, Etc.

☐ Petty Cash Request (Submit to Cashier)

☐ AP Payment(s) to Employees (Submit all paperwork to HR)

☐ Interdepartment

Firm or Person to Be Paid:

Name

Address

City

State

Zip Code

Phone #:

All checks will be mailed unless otherwise stated

Person Picking
up Check:

Extension:

Person Originating Request:

Full Name:

Today's Date:

Department Head Approval

Date:

Budget Officer Approval

Date:

All Expenditure Request forms are due before noon on Monday to be paid on Friday. Forms will not be processed unless completed and approved.