



UNIVERSITY  
*of* ARKANSAS  
AT PINE BLUFF  
1873

University of Arkansas at Pine Bluff

Request for Expenditure from Institutional “Official Functions”

Account Number: \_\_\_\_\_ Account Name: \_\_\_\_\_

Name of Function/Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Purpose of Function/Activity and Benefit to the Institution? \_\_\_\_\_

Those to Attend (attach list if appropriate): \_\_\_\_\_

Budget Estimate (Use Additional Pages if Necessary):

Total Estimated Expenses\$

Lodging \$ \_\_\_\_\_

Meeting room/Rental charges\$ \_\_\_\_\_

Food expenses \$ \_\_\_\_\_

Misc. expenses \$ \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES \$** \_\_\_\_\_

Requested by:

Name and Title \_\_\_\_\_ Date \_\_\_\_\_

Grant Accounting \_\_\_\_\_ Date \_\_\_\_\_

Budget Office \_\_\_\_\_ Date \_\_\_\_\_

Vice Chancellor for Finance \_\_\_\_\_ Date \_\_\_\_\_

Chancellor \_\_\_\_\_ Date \_\_\_\_\_