



UNIVERSITY  
*of* ARKANSAS  
AT PINE BLUFF  
1873

University of Arkansas at Pine Bluff

Request for Expenditure from Institutional "Promotional Items"

Account:

Justification for request and benefit to the Institution?

Date(s) of Activity:

Proof/Artwork attached ☐

Request for Logo usage ☐

Budget Estimate (Use Additional Pages if Necessary):

To Purchase:

Total Estimated Costs \$

\$

Requested by:

Name and Title

Date

Grant Accounting

Date

Budget Office

Date

Vice Chancellor for Finance & Administration

Date

Chancellor

Date