LOYOLA UNIVERSITY NEW ORLEANS

Date Aug 26, 2003

Check Request

Department	Box Number
Submitting Individual	Phone Extension
Account Number	Vendor Number

Payee _____

Amount $_____ Social Security No. _____

Address _____

_____

_____

Must Check One

☐ Mail Directly

☐ Dept. Pick-up

Explanation of Expense

_____

_____

_____

_____ _____

Department Approval Financial Affairs Approval

This form is valid for the following types of expenditures:

1. Membership & Dues (3079 / 4079)
2. Travel & Entertainment (309X / 409X)
3. Postage (3042 / 4042)
4. Periodicals (3045 / 4045)
5. Books (3043 / 4043)
6. Payments to Marriott
7. Honoraria (3019 / 4019)
8. Professional Fees (3080 / 4080)
9. Moving Expense (2017)
10. Awards (3071 / 4071)

11. Reimbursements between $50.00 and $200.00 for nonrecurring purchases for reproduction, office supplies, computer supplies / software and repairs. You can also be reimbursed by the Bursar's office for up to $200.00 with a petty cash reimbursement form. Original receipts must be submitted.