

University of Arkansas, Fayetteville

Request for Expenditure from Institutional “Official Functions” Account

Name of Function/Activity:

Date(s) of Activity:

Why must this expenditure be charged to the Chancellor’s account as opposed to other institutionally controlled accounts?

Purpose of Function/Activity and Benefit to the Institution?

Those to Attend (list if appropriate):

Budget Estimate (Use Additional Pages if Necessary):

Item	Amount
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\$

Total Estimated Costs \$

Requested by: _____
Name and Title Date

Approved By: _____
Chancellor Date

Certified and Accounted by: _____
Vice Chancellor for Finance & Administration