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 \VO Λk'hyk#=#° o-o-@#-- ) @8'

Date: \_\_\_\_\_ Name: \_\_\_\_\_

TCU ID: \_\_\_\_\_ Extension #: \_\_\_\_\_ Title: \_\_\_\_\_ Department: \_\_\_\_\_

Acct#: \_\_\_\_\_ Fund#: \_\_\_\_\_ Dept#: \_\_\_\_\_ Project#: \_\_\_\_\_

Business Purpose of Expense:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated Amount: \$ \_\_\_\_\_

Estimated Quantity: \_\_\_\_\_

Proposed Vendor: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Reason for making personal payment rather than direct payment by TCU (ease of payment is not an allowable reason):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will personal credit card be used for payment (Y/N)? \_\_\_\_\_

\_\_\_\_\_  
 Employee Signature (Digital accepted)

\_\_\_\_\_  
 Date

1st Approval

2nd Approval (required for expenses over \$1,000)

\_\_\_\_\_  
 Approver Signature (Digital accepted)

\_\_\_\_\_  
 Approver Signature (Digital accepted)

\_\_\_\_\_  
 Approver Name

\_\_\_\_\_  
 Approver Name