

# ASC BUDGET EXPENDITURE FORM

Please complete form and submit with original receipt, bill, or department charge to:

Heidi M. Popovitch, ASC Treasurer  
University Libraries  
205 Jerome Library

NOTE: BGSU does not reimburse tax. Please go to <http://www.bgsu.edu/downloads/finance/file8713.pdf> to download the Tax Exemption Certificate PRIOR to making a purchase.

Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Name of Department Charge/Organization/Business: \_\_\_\_\_

Amount of Purchase/Charge: \_\_\_\_\_

Date of Purchase/Charge: \_\_\_\_\_

Person Responsible for Purchase/Charge: \_\_\_\_\_

Committee/Project Name: \_\_\_\_\_

Invoice Number from Bill/Receipt: \_\_\_\_\_

Description of Charge/Cost:

Is this an automatic internal university charge to the ASC budget?

YES

NO

Is this a bill from an external business/vendor?

YES

NO

Is this a purchase/service that requires payment to a BGSU employee?

YES

NO

Reimbursement Payable to:  
(Name and PIN# or SS#)

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