

Mail to my home \_\_\_\_\_  
 Pick up at window \_\_\_\_\_

**THE UNIVERSITY OF FINDLAY**  
 Student Organization Expense Report Form

Name \_\_\_\_\_ ID# \_\_\_\_\_ Organization \_\_\_\_\_ Account # \_\_\_\_\_

Purpose of Expenses \_\_\_\_\_ Account # \_\_\_\_\_

DATE  
TOTAL COST

ITEM

PURCHASED FROM


Please attach  
 ORIGINAL  
 ITEMIZED receipts for  
 items \$10.00  
 and over.

\_\_\_\_\_

**SIGNATURE**

**ID#**

**DATE**

\_\_\_\_\_

**SIGNATURE**

**ID#**

**DATE**

\_\_\_\_\_

**SIGNATURE OF ADVISOR**

**ID#**

**DATE**

**TOTAL SPENT** \$ \_\_\_\_\_

**AMOUNT ADVANCED** \$ \_\_\_\_\_

**DUE YOU/DUE UNIV.** \$ \_\_\_\_\_