

K-State Student Union

UNBUDGETED EXPENSE JUSTIFICATION FORM

Unbudgeted expenses are not only irregular and unforeseen, they are related to unexpected or once-in-a-lifetime events, rather than more common activities. This form is to be completed and approved prior to incurring any unbudgeted expense(s) of \$500 or more.

Requested by: _____ Date submitted: _____

Estimate expense amount: \$_____ Expense code: _____

Department/Committee: _____ Vendor name: _____

Expense request details:

Expense request justification:

Requestor signature: _____ Date: _____

Department head signature: _____ Date: _____

Submit request with supporting documentation to the Assistant Director/Human Resources and Business Management.

If approved, expense to be coded to: _____ Department: _____

Notes: _____

_____ Date: _____

Signature - Assistant Director/Human Resources and Business Management

Approved Not approved (if not approved, provide reason(s)):

_____ Date: _____

Signature - Executive Director

Once approval is provided, attach the Unbudgeted Expense Justification Form to the vendor's invoice with any other supporting documentation, and submit to Business Services for payment processing. Any unbudgeted expense invoices submitted to Business Services without proper documentation will not be processed.