



# Questrom Expense Approval Form

Department Administrators: Please complete this form and return to your faculty member for their signature. The completed form should be attached as an additional receipt image to the Concur Expense report.

Item purchased:

Correct Channel:

or

or

Purchase was made via:

Travel Card:

Out of Pocket:

I understand that I did not make my purchase via the correct procurement mechanism and that going forward repeat purchases of this expense in the same manner will not be reimbursed in accordance with University Purchasing policy.

I understand that Questrom's approval of this purchase does not supersede University Policy, and that approval of this expense by Finance and Administration does not guarantee reimbursement.

I understand I am responsible for contacting my Department Administrator with any questions prior to making purchasing decisions.

Employee Signature:

If 510100-NON-CAPITAL/MINOR EQUIPMENT (Computer Hardware, etc) or 516200-SOFTWARE LICENSE expenses were purchased, QST ITS Approval should be attached with this form.

Please indicate if 515000 - CONTRACTED SERVICES was purchased for Software as a Service :

Please select the best fit to describe your Software as a Service:

If you have selected Other, your Software as a Service must be transferred to a Pcard; If you have made one of the other selections, you must contact Questrom ITS to be added to the Questrom Tool.

<b>Department Authorization</b>		
	<b>Printed Name</b>	<b>Signature</b>
<b>Department Administrator Signature</b>		
<b>Notes for F&amp;A</b>		