



Technological Expense Reimbursement Approval Form

Please complete all parts of this form and submit to your Department Administrator- then attach returned signed form as an additional receipt image to your Concur Expense Report.

Item purchased: _____

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 is selected in the first field, QST ITS Approval must be attached to this form when submitted to my Department Administrator.

Please indicate if 515000 - CONTRACTED SERVICES was selected 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.

	Department Administrator	
	Printed Name	Signature
Primary Authorized Signer		
Notes		