SCAI Purchase/Reimbursement/ Spend Authorization Form

Ira A. Fulton Schools of Engineering
Arizona State University

SUBMITTED BY:

CONTACT EMAIL:

DATE:

ACCOUNT: PGxxxxx / GRxxxxx / GFxxxxx:

FACULTY/PI/DEPT MANAGER

Item No.	**Description/Item/Spend Authorization(Cash Advance)**	**Business Purpose** (Please include what is purchased, how it supports ASU's mission, who will be using, timeline if not a one time purchase)	**Unit Price**	**Subtotal**	**IT Review Needed (Y/N)**
Notes :				**Total**:	

FOR PURCHASES: **If vendor info is not included on quote**

Company Name:
Contact Name:
Contact Email:
Street Address:
City, State, Zip:
Phone:

FOR REIMBURSEMENT (ASU/NON-ASU Employee):

Payee Name:
ASU ID :
Contact Email:
Street Address:
City, State, Zip:
Phone:

LATE SUBMISSION EXPLANATION: For all purchases made over 60 days ago.

Best practice is to submit reimbursement requests 7-30 days after purchases are made to ensure they are not paid as taxable income.

Students must attach PI/Faculty approval with their request for further processing

Complete and submit this form to the SCAI Business Office. Faculty advisors with last names starting with:

A-J & Yau, Sik-Sang (Stephen) Email: Cileen.Turner@asu.edu
K-S Email: Ratrri Gomes (rmgomes@asu.edu)
T-Z Email: Marianne.Reyes@asu.edu

School of Computing and Augmented Intelligence
Business office: Brickyard Engineering (BYENG), #
553 699 S. Mill Avenue Tempe, AZ 85281