

EXSS Purchase/Expenditure Request Form

This form must be submitted to Kelly Hair/Cong Liu for all proposed purchases/expenditures. Purchases/expenditures may not move forward until Kelly/Cong communicate to you the request has been approved.

- Please note, no food purchases are allowable at this time.
- Please refer to CAS Expenditure Guidelines for general information from the College as to what are allowable/non-allowable expenditures (posted on EXSS COVID-19 Resources page: <https://exss.unc.edu/covid-19-resources/>).

Name:

Proposed Funding Source/Total Amount Requested:

Description of Purchase/Expenditure:

Consequence of not making the purchase/incurred the expense: