

## INCIDENTAL APPROVAL FORM

**Must be attached with One Card or T&E Expense Report with Receipt**

See Policy at [Incidental Expenses](#)

Date form completed:

Department:

Who is completing the form/who to return form to:

Incidental purchase date:

Incidental item(s) to be purchased:

Reason for purchase (if an event, please include event host, type, date and location):

Approximate cost: \$

Funding Source

Type of funds using:

Dept ID:

MoCode:

Fund Code:

Department Chair or Director Approval and Date: \_\_\_\_\_

Division Fiscal Manager Approval and Date: \_\_\_\_\_

Division Vice Provost or Dean Approval and Date: \_\_\_\_\_

Chancellor's designee, the Provost Approval and Date: \_\_\_\_\_