



Procurement or Expense Request Form

[Form Instructions](#)

Requestor Information (Requestor Name, Email, and Date will auto-populate)

Requestor Name	Dionna McDonald	Requestor Phone	7028952529
Requestor Email	dionna.mcdonald@unlv.edu	Document Date	

Request Category (Check all that apply)

Hosting		Membership	
Estimated Amount	x	Institutional	
Actual Amount		Individual	
Travel		Expense	
Spend Authorization		Procurement of Goods	
Expense Report		Procurement of Services	
		Expense Reimbursement	

Requesting Approval On Behalf Of (Employee Name, Email, and Supervisor will auto-populate)

Employee Name		Employee Phone	7028952529
Employee Email		Employee Supervisor	Deanna Merino Contino
Employee Department	Student Life	Student Affairs Unit	Student Life
Start Date	08/12/2024	End Date	08/12/2024

Activity Description	<p style="text-align: center;">Student Life Unit EXAMPLE for Hosting Request</p> <p>Event Name: Fall 2024 Student Life Preparations and Staff Development Meeting Date: August 12, 2024 Time: 9:00am - 4:00pm Attendees: All unit directors (all levels) Location(s): Beverly Rogers Literature and Law Building (RLL) 101 and Panera Bread</p> <p>(Smith's) Continental Breakfast for 22 people @ 12.00pp; (Panera Bread) Lunch for 22 people @ \$20.00pp (including delivery and tip not to exceed 20%); Room rental fee \$150 Total Anticipated Expenses: \$854 (breakfast \$264, lunch \$440, room fee \$150)</p>
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Business Purpose	<p>Rationale: Requesting hosting for unit directors meeting in the beginning of the Fall 2024 semester. This meeting is to collectively plan for the upcoming school year calendar of activities/events, engage in unit wide team building experiences amongst the attendees, and present and discuss recent changes to unit/division procedures, systems, and more.</p> <p>Top Tier Goal/Core Area: Infrastructure and shared Governance</p> <p>Strategic Objectives, Tasks, and Metrics: Foster a culture of continuous improvement (CI) through development and growth of support</p>
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Ledger Account Requested			
Unit	UNLV46	Cost Center	CC0301
Program/Gift/Grant	PG08943	Activity Code	AC00366
Detail Code	DC10	Amount Requested	\$875.00

Finance Review (To be completed by VPSA Finance Staff)

Purchase method approved for this request

Supplier Invoice	Purchase Requisition
No Purchase Order Required	Procurement of Goods
After-the-Fact Supplier Payment	Procurement of Service
Travel Expense	P-Card Purchase
Spend Authorization	Membership
Expense Report	Hosting
	Expense
Other Purchase Method	
Expense Reimbursement	Other

Accounting ledger approved for this request

Amount Approved	Accounting Ledger Approved
Account Number/Activity Code/Detail Code/Amount Corrections (If Needed)	
Unit	Cost Center
Program/Gift/Grant #	Activity Code
Detail Code	Amount

Workflow Comments (Optional)

Name	Comments
Requestor Dionna McDonald	
Employee	
Employee Supervisor	
Department Director	
Unit Finance Lead	
Unit Associate Vice President	
Office of the Vice President: Director of Finance	
Office of the Vice President: Assistant Vice President	
Vice President for Student Affairs	

Signature & Approvals

Name	Signature	Date
Requestor Dionna McDonald		
Employee		
Employee Supervisor		
Department Director		
Unit Finance Lead		
Unit Associate Vice President		
Office of the Vice President: Director of Finance		
Office of the Vice President: Assistant Vice President		
Vice President for Student Affairs		