

Winthrop University

Expense Justification and Approval Request Form

Effective April 1, 2020 - Required for ALL Purchases

To be completed by the Requester	
Requested Date:	Requested By:
Critical Expense Category:*	Online Instruction Support Employee Remote Work Attracting and Retaining Students Campus COVID Cleaning and Safety Measures Other Approved by SLG _____
* If expense is related to COVID-19, please insure activity code, COVID , is recorded in the activity code field on the voucher attached.	
Description of Purchase:	
Justification for Purchase:	
To be completed by the Approvers	
Department's Authorized Signature:	
Vice President/Dean:	
VP/AVP for Finance (if purchase is > \$5,000):	
Processing Department Comments	