

**University of Memphis Foundation, Inc.
Expenditure Request**

Name of Fund _____ Fund # _____

Amount Requested \$ _____ *(Please Attach Original Receipt/Invoices)*

Payee (as it should appear on check)* _____

Student Employee/GA *Faculty/Staff* *Non-Employee*

**If payment is to be made to an individual or an organization for fees or services, the following information is required:*

Individual

Organization

UID# or SSN _____

UID# or Tax ID _____

(Required)

(Required)

Residential Address _____

Business Address _____

To Pay Expenses for: _____

Benefit to University: _____

Individuals Involved: _____

Date of Activity _____ Location _____

Comments _____

Mailing Instructions – check one

Pick Up Pick up by: _____ Ext. _____

Campus Mail To: _____

Mail Direct To: _____

Name/Title of Claimant (if other than Payee) _____

Signature of Payee/Claimant _____

Approved By: _____ Signature _____ Date _____

Name/Title _____

Second Approval (if required) _____ Signature _____ Date _____

Name/Title _____

IMPORTANT NOTE: The Foundation prints checks on Tuesdays and Thursdays and the normal turn-around time for an expenditure request is 5 – 7 business days after receipt by the Foundation. If your request requires a faster turnaround, please contact Carolyn Stanley (cstanley@memphis.edu or 901-678-3730) or Tarit Limpornpugdee (Itarit@memphis.edu or 901-678-3950) to discuss your specific situation.

Forward to:

The University of Memphis
Foundation
635 Normal
108 Alumni Center
Memphis, TN 38152-3750

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