ACADEMIC AFFAIRS EXPENDITURE PRE-APPROVAL REQUEST

2026-2027

(Rev 10-28-2026)

- All fields on this form must be completed, or it will be rejected and returned for completion.
- Approval must be obtained before a purchase is made or a financial commitment is made to a vendor.
- Please return completed request to academicaffairs@stmarys-ca.edu
- If this expenditure request includes travel expenses, the Academic Affairs Travel Exception Request Form 2026-2027 must be completed first, go through the approval process, and approval given before this expenditure pre-approval request form can be submitted.

REQUEST INFORMATION

Initiator: _____ **School/Unit:** _____

Department/Program: _____

Vendor: _____

Purchase/Itemized Expenses:

Estimated Total Cost: $ _____ **GL/Account:** _____

Funding Availability Verified By: (Office of the Dean only)

Identify the person who confirmed that sufficient resources are available in the GL/account above.

Payment Method: ☐ P-card ☐ Purchase Order ☐ Vendor Invoice ☐ Other

BUSINESS PURPOSE

Business Purpose - why this expense cannot be deferred:

☐ **I have considered whether this expenditure can be reduced, deferred, avoided, or met using existing College resources.**

SUPPORTING DOCUMENTATION

Required for expenditures of $250 or more. For expenditures under $250, attach available documentation that supports the anticipated cost (e.g., quote, invoice, order summary, registration, renewal, or subscription information).

☐ **Attached - please combine this form and additional documentation into one PDF submission**

☐ **Not required - expenditure under $250 and no supporting documentation is available**

APPROVALS

Required Approval	Decision	Signature	Date
Dean / Equivalent Senior Unit Leader	☐ Approve ☐ Return/Defer ☐ Deny		
AA Finance *(required for $250+)*	☐ Clear ☐ Return/Defer ☐ Deny		
Provost *(required for $1,000+)*	☐ Approve ☐ Return/Defer ☐ Deny		

Approval Comments, if needed:

Reminder: No individual may approve an expenditure they initiated. Dean-initiated expenditures require Provost approval. Purchases may not be divided to avoid an approval threshold.