

EMERGENCY EXPENDITURE ACKNOWLEDGEMENT FORM

To: University Budget Office

Date: _____

As the Dean/Director/Chairperson or Department head of the area affected by the _____ that
Name of Occurrence

took place on _____, I attest to the fact that
Date of Occurrence

the items/services on the attached requisition # _____
are valid and justifiable expenses directly related to the above
referenced occurrence.

Name

Department

Signature

Date

*Please sign & attach to requisition for purchases to be made from
"Emergency Response Account".*

*Your requisition will not be authorized for payment unless this form is
properly completed and signed.*

Emergency Expenditure Acknowledgement Form

PURPOSE:

To assure that all expenditures made against University-wide Emergency Response Accounts are properly documented and justified.

Only justified and properly documented expenses, charged against emergency response accounts, will be approved by the individual to whom authorization is delegated.

PROCEDURE:

1. Assess your department's losses and submit claim report to the Department of Environmental Health & Safety.
2. Retain all damaged property until authorized by the Department of Environmental Health & Safety to discard items that may have been completely destroyed. Items such as wet or damp materials that are likely to foster the growth of microorganism may be discarded if photographed prior to disposal.
3. Carry out emergency repairs and restorations, as necessary.
4. Attach the Emergency Expenditure Acknowledgement Form to requisitions for repair and restoration, which are to be charged against the general Emergency Response Account.