



SIMMONS COLLEGE OF KENTUCKY

CASH DISBURSEMENTS AND BUDGET REQUEST

Vendor Name: _____ Date: _____

Address: _____

Description: _____

Chart of Account #: _____ Class: _____ Federal Grant Expense?

Budgeted Expense? Yes No Explanation for Unbudgeted Expense:

All unbudgeted expenses must be discussed with the COO prior to submitting this form to the Finance Department.

Check Request Amount: _____ Date Needed: _____

Departmental Approval: _____

Vice President Approval: _____

COO Approval: _____

For Finance Department Use Only

Payment Processed By: _____ Date: _____

Check Number: _____ Date: _____ Bank: _____

Credit Card Transactions? Yes No Card Name/Number: _____

Class: _____ Customer: _____