Delegate Outreach Grant
Audit Form

This audit form and a completed AP Compliance Form are due to 2088 Ohio Union (Student Government Suite) within 30 days of purchase. The max amount that can be requested is $350. Please submit all receipts at once and disclose all sources of funding.

First and Last Name: __________________________
Date: __________________________
Employee/Student ID Number: __________________________

Directions: Please follow the example and fill out information for each receipt you are turning in. The receipts must be original and itemized in order to count towards the reimbursement.

<table>
<thead>
<tr>
<th>Item/Expense</th>
<th>Vendor(s)</th>
<th>Amount Spent</th>
<th>Date Expense Incurred</th>
<th>Explanation</th>
<th>Audited Amt. [Office Only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: burritos</td>
<td>Chipotle</td>
<td>Ex: $75</td>
<td>Ex: 10/1/15</td>
<td>Ex: Food for a meeting</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL EXPENSES