University of Idaho - VandalStore

Accounting Request Form (ARF)

Date: ____________________________
Name: ____________________________

Transaction Type:
☐ IDG- Department Charge ☐ Purchasing Card
☐ Claim Voucher ☐ Purchase Order
☐ Other _________________________

MAKE SURE ONE IS SELECTED

Store:
☐ VandalStore/ Express GLA018
☐ Boise GLA025
☐ Starbucks GLA019

MUST CHOOSE ONE

FOR WHAT & WHY

Purpose of Purchase: ____________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Tape Receipt Here
or
Attach on Back

SOMETIMES INVOICE
STAPLE ON BACK

*MUST BE ABLE TO READ RECEIPT*

If receipt does not clearly describe what is being purchased please make notes next to items purchased describing what the item is.