



ASC PI Approval Form

Please use this form to obtain approval from the PI for all expenses charged to a grant. This form, or an email from the PI approving the expense, should be uploaded to the [ASC Purchasing Request system](#) or to your Lab receipt folder for any PO, ProCard and direct bill items. It should also be uploaded to Concur for any expenses being charged to a grant, along with all applicable receipts being submitted for reimbursement. If you are booking travel through World Travel, please submit the approval to the [ASC Business Office](#) prior to booking the trip. Please note that any grant-related expenses submitted without an approval form will not be approved until a form is submitted, which could delay the processing time for reimbursements.

Submitter's Name: _____

Submitter's Email: _____

Description of Expense: _____

Total Amount of Expense: _____

Account to which the expenses should be applied (26-digit budget code):

By signing below, I approve that the identified expenses can be applied to the above-mentioned grant and budget code.

PI Name: _____

PI Signature: _____

Date: _____