

<b>MGMT – Expense form</b>		<b><i>Must be filled in and approved <u>prior</u> to any purchase</i></b>	
Name of applicant and section name:	*		
<b>AU ID - mandatory for all PhD Students</b>			
Place (Sted): 5511		Project	Mark with X
Budget and project number <i>Please mark with an X next to the budget you expect to cover the expense</i> <i>Department / section project number: 10569</i>  <i>Department EAN number: 5798000424944</i>	*Department	10569	
	* Section budget	10569	
	* PhD budget	10569	
	* External project (please write number)		
	* HD / MBA / FT-MBA	25075	
Activity number (Aktivitetsnummer): <i>Will be filled in by secretary</i>			
Item to be purchased: <i>If books – please write title(s). If the book is for teaching please check with your course responsible first.</i> <i>If purchased food/drink, please <u>always</u> write occasion, names and institutions/workplace of the participants</i>	*		
Name of supplier:	*		
Price (approximately):	*		
Additional explanation:			
Date:	*		
<b>Recommended by Head of Section, project owner or Head of Education</b> <i>Mandatory if the purchase is <u>not</u> already approved in budgets.</i> <i>Please note: A recommendation is not an approval.</i>	*		
<b>Approved by Birgitte H, Ulla or Jonna (MAR: Charlotte)</b> <i>If your purchase is not prior approved in budgets you need a recommendation signature in the field above before obtaining approval</i>	*		
<b>All fields marked with * MUST be filled in.</b> <b>It is the responsibility of the buyer:</b> <ul style="list-style-type: none"> <li>• <i>that all purchases are made according to AU's purchase rules. ALWAYS ASK IF IN DOUBT!</i></li> <li>• <i>to consider which budget and account should pay the expense <u>before</u> handing it in. Ask Ulla, Birgitte, Jonna or Charlotte for help in order to get the correct account number.</i></li> </ul>			
<i>Please hand in the printed form to Birgitte H, Ulla or Jonna <u>prior to your purchase.</u></i> <i>MAR related expense forms must be handed in to Charlotte.</i>	<b><u>The purchase is not approved until the form is filled in correctly AND you have obtained a signature from one of the before mentioned four secretaries</u></b>		