The Dalhousie Association of Graduate Students

Grad House, 1252 LeMarchant Street
Halifax, Nova Scotia, B3H 3P7

Transaction Approval Request Form

To be used for authorization of spending from DAGS accounts.

1. **EXPENSE DESCRIPTION**

Payee: _____

Date of Requirement: _____

Purchase description: _____

_____

_____

Reason for purchase: _____

_____

Vendor: _____

Cost: _____ + _____ = _____
         Price   Tax   Total

Budget line: _____

Spending category: ☐ A (Board-Level)   ☐ B (Other)

2. **VERIFICATION AND APPROVAL**

Category A: Board-Level Spending

_____   _____   _____
Verifier's Initials   Chair of Board's Signature   Date

Category B: Other Spending

_____   _____   _____
Verifier's Initials   Approver's Signature   Approver's Signature

Form last updated April 27th, 2012.