

**DEPARTMENTAL LINE ITEM EXPENSE FORM**

Saint Louis University

School of Law

Requests will be returned if this form is not attached.

This form must be attached to all requests: purchase orders, direct payment vouchers, inter-departmental orders, business & entertainment vouchers and e-tervs for travel.

**Requests for faculty do not require this form.**

Name of Requestor: \_\_\_\_\_

Department: \_\_\_\_\_

Vendor: \_\_\_\_\_

Your budget line item to be charged: \_\_\_\_\_  
(e.g., admissions, 1843 scholars)

You will be notified if the vendor is not in the University system. If the vendor is not in the system, you will need to fill out and submit a **New Vendor Form**. A copy of this form is available on the University Business & Finance website.