**DEPARTMENT OF ECONOMICS ACCOUNTS PAYABLE TASK SLIP**

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| Today’s Date: |
| Faculty Name: |
| Staff Name: |
| **Who** - incurred the expense: |
| **Why** – the expense was incurred: |
| **What** – type of event, activity of purchase: |
| **Where** - the event or activity took place: |
| **When** – the event or activity took place: |
| Account Code: 370-31890-      -     -     -     - |
| Special Instructions: |