**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:       |