

**PROMOTIONAL EXPENSE CERTIFICATION FORM**

“I certify that the attached voucher(s) in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_is (are) correct,

reflect a proper charge to promotional expenses and were incurred in conformance with the

provisions of the Department of Budget and Fiscal Planning Policy and Procedures No.

25.03.01.11.”

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 Requestor’s Signature Authorized Signature

 Divisional Vice President

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 Title Title

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 Department Department

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 Date Date

 Revised 2/02