

Form to Request Approval of Anticipated Expenditures

Please print or write legibly

Event: _____ Date of event: _____

Event sponsor (organization): _____

Person requesting approval: _____ Phone number: _____

Attendees at event (*students, general public, etc.*): _____

Estimated number of attendees: _____

Summary for purpose of event and purchases needed: _____

Summary of anticipated expenses: *Fill in dollar amount(s) under appropriate categories.*

Food	Promotional Items	T-shirts	Plaques/Awards	Flowers
\$	\$	\$	\$	\$
Advertising	Copying	Supplies	Contractual **	Other*
\$	\$	\$	\$	\$

*Please specify: _____

**Please attach draft contract

Total anticipated expenses: _____

===== (For Office Use Only) =====

_____ Approved _____ Denied _____ Date _____
 Curtis M. Williams, Associate Director

_____ Approved _____ Denied _____ Date _____
 Vice President of Student Services

* Please attach draft contract

Signature required for approval requests being submitted by students:

I am requesting approval to spend funds in the amount(s) and for the item(s) listed on this form. I understand that I am not authorized to charge or purchase anything until appropriate approval has been received. This authorization is valid only for the event, items and amounts I've indicated. If expenses for this event will be in excess of the anticipated expenses listed on this form, I will be required to submit another form for approval before these additional expenses are incurred. I further understand that I am responsible for any unauthorized purchases or charges that are made by me and that this conduct may jeopardize my standing at Western Illinois University under the Code of Student Conduct.

Signature of Person Requesting Funds *Date*

Signature of Student Organization Advisor *Date*

Signature of Organization Treasurer/Comptroller *Date*