

**Request for Student Spending
(School related expenses)**

Name _____ **Date** _____

Specify: Student Organization/Bridges to Health/Individual Traveler, etc.

Estimated amount requested _____

Date of event _____

(Must be requested at least one-two weeks in advance of event)

Reason for request: Please be brief, but specific, listing expected benefits. Also, if this is national-meeting related, mention other key students and/or faculty involved. On your return, a brief report to your classmates is appreciated (suggestions: pictures for the glass case w/summary of event, poster, presentation, etc.)

Examples of types of request for funds and responsibilities:

Posters, Copying Expenses, Travel/Registration, Food, Room/Equipment Rental

Please note: For Room/Equipment Rental, You must obtain the budget # from Kathy to reserve a room. Kathy in turn must contact the vendor, ie South Campus Center, confirming budget approval, before this reservation is confirmed.

All receipts for expenses that are paid for in cash (not by a budget number), must be given to Kathy, as a provision of reimbursement.

Email of Requester (suffices as signature) _____ **Date** _____
(You will be notified the status of your request and emailed the budget # if approved.)

7/2/09-kh
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