



WESTERN
ILLINOIS
UNIVERSITY

Approval Request for Anticipated Expenditures

Date: _____
Organization Name: _____
Account #: _____

Request: _____

Purpose of Item: _____

Vendor(s): _____ Number of Unit(s): _____

Event(s): _____ Date of Event: _____

Total Price: _____

Reason for Approval:

- Food, water, or beverages
- Awards, plaques, certificates
- Promotional items
- Uniforms or costumes
- WIU Logos
- Memberships
- Donations
- Other _____

*please attach additional and supporting information and/or documentation

Fiscal Agent Signature: _____

A D Ketra Russell, Organization Finance Officer Date _____

A D Ann Comerford, Director of University Union Date _____

A D W Earl Bracey, Assoc. Vice President for Student Services Date _____

A D John Biernbaum, Associate Vice President for Student Services Date _____

A D Garry Johnson, Vice President for Student Services Date _____

Return Campus Address: _____