



WESTERN ILLINOIS UNIVERSITY

Approval Request for Anticipated Expenditures

Date: _____
Organization Name: _____
Account #: _____

Request: _____

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

Total Price: _____
Price/Unit: _____

Reason for Approval:

- Food, water, or beverages
- Awards, plaques, certificates
- Promotional items
- Uniforms or costumes
- WIU Logos
- Memberships
- Donations
- > \$500
- P-Card ONLY
- Other _____

Please mark if using P-Card:

*Please attach additional and supporting information and/or documentation

Fiscal Agent Signature: _____ Date _____

A D Kelsey Camp, Organization Finance Officer Date _____

A D Michelle Janisz, Director of Student Activities Date _____

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

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

A D Dr. Gary Biller, Vice President for Student Services Date _____

Return Campus Address: _____