

**College of Engineering
Request for Dean's Signature
COVER PAGE**

Originating Dept.: _____

Phone # : _____

Date of Event : _____

Location : _____

Request Made on Behalf of: _____

Check One:

Alcohol Approval: _____

Personal Reimbursement: _____

Meal Reimbursement: _____

P-Card Approval: _____

Contract Agreement: _____

Leave Request: _____

Letter/Memo: _____

Other:

Amount Requested: \$ _____

Amount of Alcohol : \$ _____

Purpose (Required):

Requester's Signature :

X _____

Department Head /Supervisor Signature(if applicable):

X _____

Dean's Signature:

X _____

Additional Comments:

Project ID: _____

Account # : _____

Return to:

Name: _____

Dept. Campus Box or e-mail: _____

Completed by Deans Office Only:

Received : _____

Entered in Tracker: _____

Signed by Dean: _____

Completed in Tracker: _____

Saved on M Drive : _____

Filed Hard Copy : _____

DATE RETURNED: _____