



# E-Council

## - Large Expenditure Approval Form -

This form is a prerequisite for reimbursements greater than \$200.00

Personal Information:
Name:
Student ID:
E-Mail:
Telephone:

Event Information
Student Organization:
Event Title:
Event Date:
Expected Turnout:
Estimated Cost:

Please give a brief description of the event you plan to hold, including the activity, location, and persons permitted to attend. Explain the materials required and why the total cost may go over \$200.00.

### Event Description

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Please allow 2 weeks prior to event for approval; approval will be given via E-Mail by the Engineers' Council Treasurer. Drop off all forms to the E-Council Mailbox in Tompkins 102 and contact the current Treasurer to make sure it is processed as soon as possible.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

----- For Engineers' Council Use Only -----

Treasurer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reimbursement: \_\_\_ Approved \_\_\_ Denied

Reason for Denial:

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