

Pre-authorization for Purchase ISE Senior Design Course

Failure to fill out this form prior to the expense being incurred will result in no reimbursement. Approval must be granted by Kellus Stone or Deborah Fromm at least three days prior to purchase.

Today's date:

Team name:

Contact person for the team:

Contact's email address:

Item(s) to purchase:

Purpose of item(s):

Cost:

*Please attach information about the item and a suggested place of purchase. If you plan to buy more than one item, please attach a budget outline.

Plan to send this form electronically - cc Patty Buchanan for her approval.

Plan to submit this form in person- must get Patty Buchanan's signature on the form.

Signature: _____
Patty Buchanan

Signature: _____
Kellus Stone or Deborah Fromm

Budget number assigned: