

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 Kelly Foong 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.

* Please have the form signed by Professor Buchanan before submission.

Signature: _____
Patty Buchanan

Signature: _____
Kelly Foong

Budget number assigned: