



Student Life – Special Expense Form

Name of Student Life Club (include Advisor's Name), Advisor and/or Student Life Employee Requesting Special Expense funding: (please print)

Approval is requested for the following (x all that apply):

☐ Meals and/or Refreshments or other food items:

Name of Event and sponsor of event (attach agenda):

Location of Event:

Date(s) of event:

Itemized Estimate of Costs (use reverse if needed) (specify food/beverage):

\$

☐ Apparel, Gifts, Awards, etc. (specify description, quality, unit cost, etc.):

\$

☐ Other special expense (specify description, quality, unit cost, etc.):

\$

☐ Registration and tuition fees for conferences, seminars, workshops or education only when more than \$1,000 per person (not required for tuition waivers) (specify and attach documents):

\$



Student Life – Special Expense Form

Explain why special expenses requested above are consistent with the use of Student Life Funds ([Student Life Policies](#)): **Please add cost center information.**

Total Estimated Costs: \$

Requestor's Signature:

Date:

Advisor's Signature:

Date:

Dean of Students Signature:

Date:

*Complete this form for all food, recreational activities, entertainment, apparel, gifts, prizes of any extraordinary expenditures to be paid with Student Life Funds.

*Travel related expenses go on the Student Organization Travel Request; Special Expense form is not required.

*Any out-of-state travel requires the President's approval on an Out-of-State Travel form.

*These forms must be attached to a purchase order before it will be completed.