

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

Originating Dept.: \_\_\_\_\_ Phone # : \_\_\_\_\_  
Date of Event : \_\_\_\_\_ Location : \_\_\_\_\_  
Request Made on Behalf of: \_\_\_\_\_

**Requester's Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose (Required):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check One:**  
Alcohol Approval: \_\_\_\_\_  
Personal Reimbursement: \_\_\_\_\_  
P-Card Approval: \_\_\_\_\_  
Other:  
\_\_\_\_\_  
\_\_\_\_\_

**Requester's Signature :**  
X \_\_\_\_\_  
  
**Department Head /Supervisor Signature(if applicable):**  
X \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_  
Amount of Alcohol : \$ \_\_\_\_\_

**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:** \_\_\_\_\_