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## Authorization for Academic/Teaching Support

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Date of Request: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Title: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_

### Order Details

1. Expense Description and Academic Purpose:

2. Expense Justification:

3. If Applicable, indicate where the item(s) will be stored and/or located:

Approver Name: Julia Hirschberg

Approver Title: Computer Science Department Chair

Approver Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Note: Approved lunch cost per TA is \$8 and dinner cost per TA is \$15. Thresholds are before tax and tip.