Authorization for Academic/Teaching Support

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: Rocco Servedio

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. Thresh holds are before tax and tip.