

**ADVANCE APPROVAL REQUEST**

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

**To:** Dr. Mike Neitzel

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

**SUBJECT: Request for Approval to Pay for Lunch/Dinner  
From Non-Discretionary Account**

Permission is requested to charge account number \_\_\_\_\_ (a non-discretionary account) as follows:

**Date of Activity (if applicable):** \_\_\_\_\_

**Person making request:** \_\_\_\_\_

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

**Estimated Amount: \$** \_\_\_\_\_

**Maximum Amount: \$** \_\_\_\_\_

**Additional Information (when necessary)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved:** \_\_\_\_\_  
Dean, College of Engineering

**Approved:** \_\_\_\_\_  
Dr. Mike Neitzel  
Provost