

HERITAGE MONTH EVENT EXPENDITURE APPROVAL REQUEST

REQUEST DATE:

REQUESTED BY:

AMOUNT REQUESTED:

EVENT NAME/MO.:

BRIEF NARRATIVE ON EXPENSES: *Bullet points detailing expenditure.*

WHO WILL BE PROCESSING THE EXPENDITURE & HOW:

Submitted by: _____ **DATE:** _____

Approved by: _____ **DATE:** _____

Please email approval request to Mari.Fuentes@tamusa.edu and Teresa.Petersen@tamusa.edu.

Note: Approved form should be attached to Purchase Requisition / Concur reconciliation as a support document.