**MEMORANDUM**

DATE: XX/XX/XXXX

TO: Joel H. Samuels, Dean

College of Arts & Sciences

FROM: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Mobile phone expense

I am requesting approval of the use of a USC mobile phone account for Dr.­­­­ ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to assist the faculty member in performing duties as *enter justification for expense*.

Cost per month Chartfield Dates of request

*$XXX ##### ###### ##### XX/XX/XX to XX/XX/XXX*

Thank you.