**MEMORANDUM**

DATE: XX/XX/XXXX

TO: Mary Alexander

Assistant Provost and Chief of Staff

Provost Office

VIA: Joel Samuels, Interim Dean

College of Arts & Sciences

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

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

RE: Authorization for personal consumption items

In accordance with BUSA 7.05, Section A, number ­­\_\_\_, we request your authorization to expend \_\_\_\_\_\_\_\_\_\_\_ funds for personal consumption items for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Provide a brief description of activity including:*

* *The date(s,) time(s), and location(s)*
* *The number of events (whether it is for a single event, or a series throughout the year)*
* *The approximate cost of food for the event(s)*
* *Number of participants*
* *Chartfield string for source of funds*

No alcohol will be served at this event.

Thank you for consideration of this request.