

**NC STATE UNIVERSITY  
COLLEGE OF SCIENCES/CHEMISTRY  
REIMBURSEMENT/PCARD EXPENSE  
APPROVAL FORM**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Submitted to DBO  
DBO Approval:  
\_\_\_\_\_

\_\_\_\_\_  
YOUR NAME

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip

**PLEASE TAPE RECEIPT(S)  
TO THE SECOND PAGE  
Attach any additional documents  
before routing for approval.**

**Guest Name:** \_\_\_\_\_

Seminar Speaker      Faculty Candidate      Grad Applicant      Other (specify)

**Please list all other** \_\_\_\_\_

**Attendees:**  
(Departmental Personnel, Guests) \_\_\_\_\_

*The university requires a name of those in attendance. Your request will not be processed without accurate information.*

This entertainment expense is authorized by: \_\_\_\_\_ / /  
Edmond Bowden, Department Head      Date

Alcohol Purchases authorized by: \_\_\_\_\_ / /  
M. Christine McGahan, Dean      Date

Amount for Alcohol:      \$ \_\_\_\_\_      Acct 52209

Amount for Meals:      \$ \_\_\_\_\_      Acct 53991

Amount for Per Diem Meals:      \$ \_\_\_\_\_      Acct 53144 (Non-University)

**PROJECT ID:**  
\_\_\_\_\_  
\_\_\_\_\_

**Total Reimbursement Requested      \$ \_\_\_\_\_**

**Date Submitted to Dean**

Total Amount Not Reimbursable:      \$ \_\_\_\_\_

Total Meal Purchased:      \$ \_\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

**Tape Receipts Below:**

Alcohol Purchase Approved: \_\_\_\_\_  
M. Christine McGahan, Dean