

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

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date  
Submitted to DBM  
DBM 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: \_\_\_\_\_ / /  
Paul Huffman, Department Head                      Date

Alcohol Purchases authorized by: \_\_\_\_\_ / /  
Lewis A. Owen, Dean                                      Date

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

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

Amount for PerDiem Meals: \$ \_\_\_\_\_ Acct 53144 (non-university)

**Total Reimbursement Requested \$**

Date Submitted to Dean

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

Total of Reimbursement:              \$ \_\_\_\_\_ **0.00**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Tape Receipts Below:**

Alcohol Purchase Approved: \_\_\_\_\_  
Lewis A. Owen, Dean