

**NC STATE UNIVERSITY  
COLLEGE OF SCIENCES  
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: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
(Insert Department Head name), Department Head      Date

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

**Tape Receipts Below:**

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