



DBA Funding Authorization Form

Please bring two copies of this form to the Finance Committee meeting

Requesting Organization: _____

Representative at meeting: _____

Program Title: _____

Program Date: _____

Expected Attendance:

Law school: _____

Non-law school: _____

Payment Source: (check one)

PCARD: _____

Personal Funds: _____

Amount Requested: _____

Expected Expenses: _____

Date approved: _____

Email: _____

Amount approved: _____

Treasurer Signature: _____

Note: When using the procurement card, please give this form to Maria Magher in the Office of Student Affairs. When requesting reimbursement, please attach this to the completed reimbursement form along with all the receipts.