

Student Organization Expense Approval Form

Student Name: _____

Northwestern Email: _____

Sponsoring Student Organization: _____

Purpose of Expense: _____

Event Date: _____ Event Time: _____

Event Location: _____

Vendor Contact Information: _____

Total Cost: _____

Will the expense include the purchase of alcohol? YES (*signed alcohol rider required*) NO

** If you check NO above but your purchase includes alcohol you will not be reimbursed for the expense.*

Will a check need to be cut in advance for payment? YES NO

** To obtain an advanced check this form must be submitted to COFO no less than 2 weeks in advance of the event date.*

NORTHWESTERN LAW ADVISOR AUTHORIZATION

X _____

Printed Name: _____

Date: _____

Phone: _____

Please attach copies of all receipts for this expense and submit this form to your NLaw Student Organization Advisor.