Date: xx/xx/xxxx

To: Mary Alexander

Assistant Provost and Chief of Staff

Provost Office

Via**:** Joel H. Samuels

Dean, College of Arts & Science

From:

Department of Chemistry and Biochemistry

RE: Authorization for personal consumption items

In accordance with BUSA 7.05, Section A-4, we request authorization to expend A0001 funds for personal consumption items for the purpose of recruiting students. We want to spend some of our money on things that will help us recruit new students for two new professors who recently accepted job offers in the Department of Chemistry and Biochemistry. The account to pay for these charges is:

The expected benefit will allow the recent hires to meet potential students, and recruit them for classes, labs and more. The meals will provide the opportunity for the candidates to ask questions to faculty/ students as well.

The total estimated cost is overall.

No Alcohol will be charged to university accounts.

Thank you for your consideration of this request.