

## CPP Expense Request

**\*All Expense Requests MUST be submitted at least one month in advance to be successfully approved and receive a check on time. Please download this document to make edits.** Email completed Expense Request to your assigned CPP Coordinator (Hanna, Greg)

**School Name: Augusta University**

**Event name: Adopt A Child and End of the year**

**Event location: JSAC**

**Event date and time: December 1, 2025 2pm**

Description of event:

List of items needed and estimated cost for event:

<u>List of Items</u>	<u>Estimated Cost per Item</u>
	Total Amount: \$500

Check Information:

Who or what organization will the check be written to:

Address: 255 Reservation Way Augusta, Ga 30909

**\*Double check that all information is correct before submitting. Incorrect information can result in the check being delayed or mailed to the wrong address.**