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:
Event name:
Event location:
Event date and time:
Description of event:

List of items needed and estimated cost for event:

List of Items	Estimated Cost per Item
	Total Amount:

Check Information:
Who or what organization will the check be written to:
Address:

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