

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.**