

Pre-Event Expense Form (PEEF)

Date Form Submitted _____ Date(s) of Event _____
Organization _____ Contact Person _____
Location _____ Show-times (if applicable) _____
Name of Event _____

Brief Explanation of Event _____

*Please indicate in each row the budget line which will be utilized, what is to be purchased, and what the estimated costs of the products/services will be.

<u>Budget Line</u>	<u>Products/Services To Be Purchased</u>	<u>Estimated Cost</u>
Total:		

Please indicate any additional forms/procedures required:

- ☐ Cash Advance
- ☐ Advanced Check (please submit **purchase requisition** with this form)
- ☐ Contract
- ☐ Co-Sponsorship
- ☐ Contest Prize
- ☐ Conference Trip

SGA Treasurer

Organization President

Organization Treasurer

Date: _____