

# Cornell University: Expand Your Horizons 2019

Expense Approval (EA) Form: Workshops

Due Date: **Feb 22, 2019**

Fill out this form for ALL expenses, both on and off campus. Submit to the Workshop Chairs at [eyh.workshops@gmail.com](mailto:eyh.workshops@gmail.com). To ensure we receive our tax exemption, I will make all purchases with my P-card/PO/EYH account number. Contact me with any special circumstances. All printing paid for by EYH will be done through the Media Chair.

**All expenses, including printing, must be included on this form or you will be responsible for the cost.** We cannot guarantee funding for anything that exceeds your initial request. **Please look around for the best price!** For all purchases sent to you, remember to send me any receipts and packing slips you may receive.

Print Purchase Requester's Name: Anonymous Date: 2/18/19  
 Workshop #: 16 Title: Holey Cow Email: anonymous@cornell.edu

[Cornell Preferred Vendors](#)—Amazon, Wegmans, Walmart (in store only\*), Michaels (in store only\*), Lowes (in store only\*), Stockrooms, Campus Store, etc: (\*confirm that the item is not only available online\*)

Please include anything you want from the Workshop/Demos inventory. Use "inventory" as the vendor below.

Product # (insert hyperlink to URL if appropriate)	Vendor	Description (color, variety, size, etc)	Quantity (be specific)	Estimated Price (\$)
1 <a href="#">Amazon</a>	Amazon	Glad Pinch and Seal Sandwich Bags, 100ct	1 box of 100 count	\$4.29
2 <a href="#">Walmart</a>	Walmart	Great Value Roasted and Salted Sunflower Kernels without shells; 16oz	3 (16oz) bags	\$7.32
3 <a href="#">Amazon</a>	Amazon	Skittles Original Candy, 41 ounce bag We need 100 oz of skittles (original). Can be bulk.	2 (41oz) bags	\$10.60
4 <a href="#">Wegmans</a>	Wegmans	Skittles Original Candy, 9 ounce bag We need 100 oz of skittles (original). Can be bulk.	2 (9oz) bags	\$4.98
5 <a href="#">Walmart</a>	Walmart	Great Value Oat Squares Cereal 12 oz. Box We need 100 oz grams of rice chex cereal.	9 (12oz) boxes	\$21.42
6 <a href="#">Walmart</a>	Walmart	Great Value Bears Gummi Bears 9 oz We need 20 oz of gummy bears, brand and color don't matter	3 (9oz) bags	\$2.94
7				

EYH Purpose (attach details, what are the items used for? Needed for P-card paperwork):

All of the candy items will be used for us to make a pretend cow ration with the kids. The candy will go in the zip loc bags so they can take the 'trail mix' when they leave.

Estimated Total Costs: \$ 51.55  
 Date Needed: 4/27/19 (day of workshop)

(We will be making two shopping trips: March 30<sup>th</sup> and April 25<sup>th</sup>)

For any finance/purchasing questions, please email Aran Hubbell ([eyh.finance@gmail.com](mailto:eyh.finance@gmail.com)). Aran will also contact you with details on when/where you can pick up your order.

**Keep a copy of this form for your records.**

