

Cornell University: Expand Your Horizons 2023

Expense Approval (EA) Form: Workshops

Due Date: **Feb 6, 2023**

Fill out this form for ALL expenses, both on and off campus. Submit to the Workshop Chairs at 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: _____ Date: _____

Workshop #: _____ Title: _____ Primary Email: _____

Secondary Email: _____

[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				
2				
3				
4				
5				
6				
7				

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

Estimated Total Costs: \$ _____

Date Needed: _____ (We will be making two shopping trips: March 4th and March 30th)

For any finance/purchasing questions, please email Rachael Cohn (eyh.finance@gmail.com or rc784@cornell.edu). Rachael will also contact you with details on when/where you can pick up your order.

Keep a copy of this form for your records.