

Sample 1. For Academic Departments
Request for Executive Vice President and Provost Approval

MEMORANDUM

TO: Dr. Steven W. Leslie
Executive Vice President and Provost

FROM: {name}
{title and department}

DATE: {current date}

SUBJECT: Approval for Club Membership Dues

I request that your office authorize the payment of my {name of club} membership dues from my {chair's account or our departmental operating account} {XX-XXXX-XXXX}. I will be using the facility strictly for official university business and each use will be documented with an Official Occasions Expense Form.

Please call me if you require additional justification or information, and thank you for your assistance with this request.

Steven W. Leslie

Date of Approval