

MEMORANDUM

TO: Charles Figari,
VP, Auxiliary Enterprises
REC 112

FROM: Student InterCouncil

DATE: _____

SUBJECT: Encumbrance of Funds

The Student InterCouncil (SIC) would like to encumber \$_____ for the following event:

(Brief description of event)

to be held on _____, at _____ am/pm.

Approved: _____, Date: _____, 200 _____,
Student President/Treasurer
Student InterCouncil

Approved: _____, Date: _____, 200 _____,
Ms. Linda Brannon, AVP for Academic Affairs
Administrative Liaison to the SIC

Approved: _____, Date: _____, 200 _____,
Vice President, Auxiliary Enterprises