

**Eastern Michigan University
Use of the President's Discretionary Account**

{completed by the recipient}

Requestor name _____

Title _____

Phone # _____ Email Address _____

Date requested _____

Amount requested \$ _____

Description: _____

Budget to be transferred to:

Organization _____

Account _____



***Please do not code transactions
to the President's org and account***

{completed by the President}

Check one: One-Time Only _____ On-Going _____

Amount Approved \$ _____

President's Signature

Date

After this information has been completed, please:

1. forward to the Budget Office (*email to person below, or send to Hover 204*)
2. expect to see budget dollars moved to the org/account above
3. **BE SURE** to code the actual costs to your org/account

University Budget Office Contacts:

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