

**Mechanical Engineering Faculty/Women's Faculty Club  
Chair's Approval for Non-Departmental Use of Club Account**

(The signed approval must be given to the person at the time the reservation is requested.)

Faculty Member Requesting Use of Account: \_\_\_\_\_

Will this person be the official host of the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, which faculty member or senior staff member will be host? \_\_\_\_\_

Date and Location of Meeting: \_\_\_\_\_

Nature of the occasion or purpose of the meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this is a request for lodging, please indicate length of stay: \_\_\_\_\_

Justification for use of departmental club account for this function: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by:

Date:

Albert P. Pisano  
Professor and Chair

Approver Comments: \_\_\_\_\_

\_\_\_\_\_

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