

Financial Commitment Letter of Intent

Charles Kornik
Administrator of Academic Programs
Worcester Polytechnic Institute
Worcester, MA 01609

Dear Mr. Kornik:

This letter authorizes the expenses listed below for the project, " _____
_____ " scheduled to begin _____, 20____.

Students

Faculty Advisor(s):

My understanding is that:

1. Expenses also include a project fee to assist WPI with the costs associated with the operation of the Project Program.
PROJECT FEE \$_____.
2. Expenses include out-of-pocket costs such as transportation, supplies, services and others associated with the project. WPI will make all reimbursements directly to the student(s) or faculty advisor(s) and will keep a record of these reimbursements as well as other out-of-pocket costs incurred by WPI. WPI will invoice total expenses for payment after completion of the project.
EXPENSES \$_____.
3. Any single expenditure amounting to \$100 or more must be approved in advance by
_____.
4. PROJECT FEE + EXPENSES (**Total Financial Commitment**) \$_____
ADVANCE - PAYMENT / DEPOSIT \$_____.

Sincerely yours,

Signature

Name

Title

Company

Bill to:

Name

Division

Address