

Official Functions - Approval Form

This form must be used to obtain advance approval for official university functions for which expenditures are anticipated to exceed \$5,000. Those for which expenditures of this magnitude may be authorized include: social events involving donors, potential donors, and other outside guests to the university and conferences, workshops, meetings, seminars, or retreats for university employees. Approvals must be obtained in accordance with MAPP 03.07.04; and expenditures are subject to that directive

Requesting department:

Description of official function:

Purpose:

Location: Date(s):

Will admission be charged for this function?

Audience (students, employees, guests to the university, potential donors.):

Specific statement of benefit to the university (or use separate sheet):

Principal elements of expenditures:

Anticipated total expenditure of university funds:

Banner FOAP(s):

Contact Person: Telephone: Mail:

Signature College/Division Administrator: _____ Date: _____

Signature Dept. Chair: _____ Date: _____

Signature Dean/Director: _____ Date: _____

Signature of Responsible Vice President: _____ Date: _____