

Business Meals/Refreshments Request Form

Event Title: _____ Requestor: _____

Business Purpose of event: _____

Timeframe of event: _____

Attendees (check box next to any affiliations in attendance and provide number of attendees)

- English Faculty #____ actual number or estimate?
- English Grads (on appointment) #____ actual number or estimate?
- English Grads (not on appointment) #____ actual number or estimate?
- Undergrad Students #____ actual number or estimate?
- English Staff #____ actual number or estimate?
- Non-English University guest #____ actual number or estimate?
 - Affiliation(s)? _____
- Non-University guest #____ actual number or estimate?
 - Affiliation(s)? _____
- Total expected guests #____ actual number or estimate?

Is this a fundraising event? Y N

Will alcohol be purchased, served or provided? Y N

Vendor Name: _____

- Dine in
- Carry Out
- Box delivery only
- Catered on-site (University property) location _____
- Catered off-site (private or public space/venue) location _____

Attach any supporting documentation for the event including flyers, announcements, invitations, event schedules, etc.

Approvals

Director Approval (only if using Director managed funds): x _____

Business Manager Approval: x _____

Bona fide Business purpose for processor/payables: _____

Blanket approval on file? Y N

Other Business Manager notes for processor/payables: _____

Department Head Approval: x _____

(only if Blanket approval not on file or deviated from original scope of blanket approval)