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)

Updated 9/2016