

**Student Affairs  
Request for Meal/Entertainment/Gift Purchase  
Bulk Event/Item**

Today's Date \_\_\_\_\_

\_\_\_\_\_  
1. Requesting Individual's Signature

\_\_\_\_\_  
2. Requesting Dept Head's Signature

\_\_\_\_\_  
3. Next Level Approval, if applicable

Event/Activity	Location	Approximate Date	Business Purpose	Attendees (Students, Staff, RSO, etc)	# Expected to Attend	Fund/Dept	Total Not to Exceed

\_\_\_\_\_  
Please complete all above information and send a pdf to the Assoc Dir Business Operations to route for signatures/Dr. Anderson's authorization.

Authorized by VPSA \_\_\_\_\_

Not Authorized by VPSA \_\_\_\_\_

Additional Information Requested \_\_\_\_\_

Note: A copy of the signed authorization from should be attached to the purchase documentation.