

**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 Budget Analyst, Sr. 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.