

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

Today's Date

Fund & Dept for Purchase

1. Requesting Individual's Signature

2. Requesting Dept Head's Signature

3. Next Level Approval, if applicable

Event/Activity

Business Purpose (detailed description)

Event Location

Event Date

Attendee(s) (Students, staff, etc)

Vendor(s)

Items to be Purchased	Quantity	Cost per Item	Total
Grand 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.