

Student Affairs

Request for Meal/Entertainment/Gift Purchase

Single Event/Item

Today's Date

Fund & Cost Center for Purchase

1. Requesting Individual's Signature _____

2. Requesting Department 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 return to the Budget Analyst (room 2419 Faunce) for Dr. Anderson's authorization.

Authorized by VPSA _____

Not Authorized by VPSA _____

Additional Information Requested _____

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