

FINANCIAL & ADMINISTRATIVE SERVICES
ROUTE TO: OFFICE OF THE SENIOR VICE CHANCELLOR
ATTN: OFFICE OF THE SENIOR VICE CHANCELLOR BOX 0894

REQUEST FOR ADDITIONAL APPROVAL

Department: _____ Division: _____

Contact/Phone: _____ Email: _____

Request Type:
 Additional/ Approval Exceeds Meal Limit Maximums Financial Support Other (please describe) _____

Date(s) of Event: _____

No. of Participants: _____

Deptid/Fund/PROJ: _____

Use Account 57250 for Employee Morale-Building Events

Type of Event(s): (Select all that apply)
 Holiday Retirement/Separation (Years of service must be 5 or more) Service Award Staff Appreciation Other _____

Type of Entertainment:
 Light Refreshment (Meal Limit Maximums: (\$19.00)) Breakfast (\$27.00) Lunch (\$47.00) Dinner (\$81.00) Other _____

Purpose for Approval Request:

- Please provide all planning details: venue, list of attendees, catering info
- Please limit cost for retirement events to light refreshment (\$18pp) for 5-10 years of service and lunch (\$45pp) for over 10 years of service

Estimated Per Person Expense: _____

Total Spending Estimate: _____

Number of Events this Fiscal Year: _____

Department Head Approval _____ Date _____

Senior Vice Chancellor Approval _____ Date _____

Office of the Senior Vice Chancellor internal use.

Date received _____ Date approved _____

Date processed _____ Returned to dept _____

Please submit approval request 30-days in advance for staff appreciation events i.e. picnics, holidays, service recognition.