

Entertainment Pre-Approval Form

Allowable Rates & Restrictions: Please reference the [UC Entertainment Policy](#) for a complete list of allowable expenses for each event type, dollar amount restrictions, and funding source restrictions (i.e. state funds, contract & grant funds, etc.)

Requests: All requests for the purchase / payment of event related items and for reimbursement of such items bought, should be accompanied by this form and submitted to Business Operations ServiceNow Ticket System. Please be sure to include an attendee list for all reimbursement requests, and original, itemized receipts for expenses over \$75.

EVENT INFORMATION	
Event Host:	Business Purpose/ Description:
Name of Event:	
Event Date:	
Event Location:	Departmental Contact Name:
Estimated Number of People:	
Estimated Food Cost Per Person:	
Estimated Total Cost of Event:	
Phone / Email:	

MAXIMUM PER PERSON FOOD COSTS 1: Light Refreshments \$22/pp | Breakfast \$31/pp | Lunch \$54/pp | Dinner \$94/pp

COA & APPROVAL *COA & Approval Required for All Event Types									
Entity	Fund	Activity	Account	Function	Program	Project	Flex1	Flex2	Amount

FAO/ Department Head (Print Name)	Signature	Date
SRP Approval (If Applicable)	Signature	Date

EVENT TYPE

A. Does not require additional approvals:

- FACULTY RECRUITMENT (PRIOR TO JOB OFFER ACCEPTANCE 1: HOST, 2: CANDIDATE, 3: NON-SPOUSE)
- STUDENT RECRUITMENT, ORIENTATION, RECOGNITION
- SEMINAR AND/OR SYMPOSIA
- OTHER BUSINESS :

B. Requires Approval from SOM Controller & Dean: **UP TO 10 BUSINESS DAYS ADVANCE APPROVAL**

- ALCOHOL BEVERAGES WILL BE SERVED AT THE EVENT
- EXCEEDING MAXIMUM PER PERSON COST UP TO 200%
- BUSINESS RETREATS, ANNUAL EVENTS
- DONORS ACTIVITIES (HOSTED BY OTHER UNIVERSITY PERSONNEL)
- FACULTY & STAFF RETIREMENT, RECOGNITION AND/OR FAREWELL EVENTS (UC W/5+ YEARS OF SERVICE)
- FACULTY RECRUITMENT AND/OR BUSINESS MEETINGS (INCLUDING UC EMPLOYEES AND/OR SPOUSES / PARTNERS)

Controller & Budget Director Signature	Date
Dean	Signature
	Date

C. Requires Approval from Provost & Exec. Vice Chancellor: **UP TO 25 BUSINESS DAYS ADVANCE APPROVAL**

- MEETINGS & EVENTS INVOLVING DONORS (HOSTED BY THE DEAN)
- TICKETS TO SPORTING, THEATRICAL / MUSICAL EVENTS
- TABLE SPONSORSHIP (UC EVENTS)
- CASH CONTRIBUTIONS INCLUDED IN FUNDRAISER FEE

Provost	Signature	Date
Executive Vice Chancellor	Signature	Date