

Blanket Prior Approval Request: Business Meeting & Entertainment

Form U5-8EA(12/99)

USE THIS FORM TO OBTAIN BLANKET APPROVAL FOR EVENTS THAT OCCUR MORE THAN ONCE AND/OR REQUIRE MORE THAN ONE PAYMENT REQUEST. DESCRIBE THE MULTIPLE NATURE OF THE EVENT ON THIS FORM AND SUBMIT IT TO THE APPROPRIATE APPROVERS.

ATTACH A COPY OF THIS SIGNED APPROVAL TO EACH PAYMENT REQUEST FOR EACH OCCURRENCE.

IF YOU WISH TO TRACK A MULTIPLE PAYMENT/OCCURRENCE EVENT USING A UNIQUE EVENT CONTROL NUMBER, PLEASE INDICATE THAT NUMBER BELOW (FIVE CHARACTERS MAXIMUM).

DATE REQUESTED	OPTIONAL CONTROL NUMBER E - _____	AMOUNT NOT TO EXCEED \$ _____
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NAME OF BUDGET TO BE CHARGED	PREPARED BY EXT.	APPROVED BY	ACCOUNTING ONLY
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L	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT	T/C

>> RETAIN APPROVED ORIGINAL. ATTACH COPY TO EACH PAYMENT REQUEST <<

Approval requested for: () one time event, () multiple occurrence/payment event, and/or () cash advance

1. **TYPE OF EXPENSE:** () Breakfast, () Lunch, () Dinner, () Light Refreshments, () Exceptional

2. **TYPE OF EVENT:**

- () Host to Official Guests, Recruitment
- () Meetings of a Learned Society or Organization
- () Meetings of an Administrative Nature
- () Student-Oriented Meetings
- () Current/Prospective University Donors
- () Receptions

3. **NUMBER** of participants _____ List name, title, occupation or group affiliation (guest list attached ()):

_____	_____
_____	_____
_____	_____

4. **DATE(S) & LOCATION(S)** of event(s): _____

5. **PURPOSE** of meeting(s). Include JUSTIFICATION if for exceptional expense: _____

6. **OFFICIAL HOST** _____
Name, title (type or print) Department

HOST SIGNS & CERTIFIES PAYMENT REQUEST(S) WHEN ACTUAL EXPENSES ARE SUBMITTED.

7. **SIGNATURE(S) OF APPROVING AUTHORITY:**

for Entertainment Expense within delegated limit for Exceptional Entertainment & Above Limit Expense

Supervisor (or higher level) of the official host Chancellor, or Chancellor's designee