

PRE-APPROVAL FORM FOR SERVING MEALS AND REFRESHMENTS

Name of Event: _____ Purpose: _____

Date and Time of Event: _____ Place of Event: _____

Index: _____ Approximate Number Attending: _____

Contact Person Name and Phone: _____

Instructions: Select one event category below. If your event does not match a listed category, contact Accounts Payable to confirm whether food is allowable.

Select	Event Category	Meals	Refreshments	Required Documentation
	Training events over 2 hours	Not allowed	28611	Agenda, list of attendees
	Departmental retreat	28611	28611	Agenda, list of attendees
	Employee working meal	28611	Not allowed	Agenda, list of attendees
	Hosting official guests or advisory board meetings	28612	28612	Agenda, list of attendees
	Hosting dignitaries or donors	28613	28613	Agenda, list of attendees
	Focus group session costs	Not allowed	28612	Agenda, list of attendees
	Appreciation event for students and volunteers	28613	28613	Announcement, List of attendees
	Prospective student recruitment or student sponsored event	28613	28613	Announcement, List of attendees
	Student group meetings	Not allowed	28613	Agenda, list of attendees
	University conference or workshop	28603	28604	Agenda, list of attendees
	Athletics - pre-season or game day	20300	20300	Documentation held in Athletics
	Athletics - banquets and retreats	28613	28613	Documentation held in Athletics
	Athletics - hosting	28612	Not allowed	Documentation held in Athletics
	Board of Trustees formal meeting, retreat or training	28611	28611	Agenda, list of attendees

Definitions - see policy 3.10.10 Hospitality, Entertainment, Meals, and Refreshments for additional definitions.

Meals: Food and beverages provided at breakfast, lunch, or dinner. Alcoholic beverages are not included.

Light refreshments: Beverages such as coffee, tea, water, juice, and soda, plus items such as fruit, cookies, pastries and chips when not served as part of a meal.

Certification: By signing below, I certify that this event meets EOU guidelines under policy 3.10.10 Hospitality, Entertainment, Meals, and Refreshments; I approve the service of meals or refreshments; I understand I may be held personally liable for repayment of funds; and I will keep a separate audit file for this form and related supporting documents with estimated costs.

Budget Authority Signature _____ **Date** _____