

# Entertainment Exceptional Approval Request

Pre-Approval  ATF Approval

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Host: \_\_\_\_\_

Location: \_\_\_\_\_ Guest List Attached? Yes No

Chart String: \_\_\_\_\_ Alcohol Purchased? Yes No

Meal Type: Breakfast (\$31 Max) Lunch (\$54 Max) Dinner (\$94 Max) . Light Refreshments (\$22 Max)

Event Purpose: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_ Per Person: \_\_\_\_\_

## Exceptional Approval:

Employee Moral Building Activities

Maximum Per Person Rate Exceeded

Spouse or Domestic Partner of a University Guest or Host

Tickets to Entertainment Event

Cash Contributions Included in Fundraiser Fee

Other: \_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_  
Host Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizer's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Elizabeth Brashers, VCRO AVC &  
Chief of Staff

\_\_\_\_\_  
Exceptional Approval

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date