TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

PRE-APPROVAL FORM FOR OFFICIAL FUNCTIONS

HSC OP 72.16, Official Functions, Business Meetings, and Entertainment, Attachment A, Pre-Approval Form for Official Functions, Business Meetings and Entertainment Events ≥ $500

1. TOTAL ESTIMATED COST OF EVENT

By Category: Food _____

Alcohol *** _____

Entertainment _____

Decorations _____

Facility Cost _____

Other (detailed) _____

_____

_____

Total Cost $ _____

**** Approval required from the President's Office if the event is held on TTUHSC/TTU Campus*

2. PURPOSE (A business purpose that serves the institutional mission is required.)

_____

_____

_____

3. DATE AND LOCATION OF EVENT

_____

4. REQUESTOR NAME _____

E-mail Address _____ **Phone** _____

This form must be attached to all Payment Requests processed in the Direct Pay System or attached with Purchasing Card transactions as supporting documentation.

5. APPROVALS

Approvers have determined that the expenses for this event have a business purpose, serve the institution's mission and are appropriate and reasonable considering budget and financial priorities. The Department Head must approve all expenses of $500 or more. The Department Head and one of the following signatures are required when expense are $1000 or more: Dean, Regional Dean, Vice President, or President when appropriate, for the respective area.

_____ _____

Signature of Department Head Date

_____ _____

Signature of Dean/Regional Dean, Vice President, or President Date