Purchase Requisition Hospitality Approval Form

Before incurring Hospitality expense, be sure the expenditure will be in compliance with University Policy B-24. Expenditures not in compliance with University Policy B-24 will **NOT** be paid by the University. The Dean/Director responsible for the department incurring the expenditures is responsible for providing another funding source when expenditures are NOT in compliance with University Policy B-24.

PeopleSoft **Fund** number: _____

Expected benefit from this expenditure to the University's educational mission

Non-Food Item(s) Hospitality (gifts, promotional products, etc.):

Item(s) being purchased:

Who will be receiving the items (check all that apply):

Faculty/Staff ☐ Students ☐ Community Members ☐

Food Related Hospitality:

Hospitality occurrence: Date(s) _____ Start Time(s) _____ End Time(s) _____ Location _____

Name and/or description of Hospitality occurrence (attach event announcement if it exists)

Number of University employees attending _____

Are employees from the same work location? ☐ Yes ☐ No

(Same **work location** is defined as employees who both work for/under the same Director/Dean and at the same physical location.) When all participants are from the same work location, then operating funds (all 90xxx, 485xx and 467xx funds) cannot be used.

Number of Students attending? _____

Number of Off-Campus Participants? _____

For small group list names

E S O	Participant Name	E S O	Participant Name

E = University Employee, S = Student, O = Official Guest

_____ _____

University Controller Date