



Procurement & Disbursements Department Entertainment Form

Please complete the Entertainment Form for an event purchase. Event purchase must have department head approval. No State funds or Designated Tuition funds (28xxxx) can be used. Only gift accounts or unrestricted funds can be used. All blanks on this form **MUST** be filled out.

Event Information

1. What was purchased?

Description: _____

Event Name: _____

2. When is it?

Event Date: _____

\$ _____ Paid with: _____ P-Card _____ Limited purchase order

Confirmation #: _____

3. Where does it take place?

Venue: _____ City/State: _____

4. Who attended?

*List attendee(s):

5. Why? Must disclose University benefit and purpose.

Prepared by: _____
Signature

Date: _____

Print Name: _____

Phone: _____

Department: _____

Department Head Approval

This event purchase is approved and will be distributed to the attendee(s) listed above in order to conduct official university business.

Signature: _____

Date: _____

Print Name: _____