Pre-Approval Form for Official Functions

The “Event ID: #” is no longer required.

The pre-approval form is still required for official functions that aggregate to $500 or more. The form must be approved in writing and properly routed prior to any event. See OP 72.16 (A.2. Prior Written Approval)

This form should be sent along with the original receipt(s) when requesting payment be made to a specific vendor(s).

Please send all questions or suggestions to Accounts.Payable@ttuhsc.edu