

TTUHSC DIRECT PAY SYSTEM

November 19, 2010

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).

Event ID: # is no longer required on this form.

Event ID: _____ (Assigned by Purchasing)

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Pre-Approval Form for Official Functions (Required for Event Expense ≥ \$500)
(Includes Institutional Receptions, Retreats, Retirement Receptions,
Graduations, Holiday Events, and Departmental Gatherings)

1. TOTAL ESTIMATED COST OF EVENT
By Category: Food _____
Entertainment _____
Decorations _____

E-mail Address _____ Phone _____

This form should be mailed to Purchasing, STOP 9021, Lubbock. Upon receipt of the approved form, Purchasing will e-mail the Event ID back to the requestor. Payments transactions (POs, Direct Pay and credit card charges should reference the event ID).

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.
Approvals are required if the event total equals \$500 or more. The Department Head and one of the following signatures is required 90 days in advance: President, Dean, Regional Dean or Vice President for the respective area.

Signature of Department Head _____ Date _____
Signature of President, Dean, Regional Dean or Vice President _____ Date _____

ATTACHMENT A
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HSC OP 72.16
January 30, 2009

Appropriate Signatures are still required on this form.



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