

## 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

. TOTAL ES	STIMATED COST OF EVENT	
By Catego	ory: Food	
, , ,	Alcohol ***	
	Entertainment	
	Decorations	
	Facility Cost	
Oth or /date	·	
Other (deta	ailed)	<del></del>
Total Cost	\$	
*** Approval re	equired from the President's Office if the event is held on TT	UHSC/TTU Campus
. PURPOSE	E (A business purpose that serves the institu	tional mission is required.)
. DATE ANI	D LOCATION OF EVENT	
. 27 = 7		
REQUEST	ΓOR NAME	
E-mail Ad	dress	Phone
		in the Direct Pay System or attached with Purchasing
Card transa	actions as supporting documentation.	
. APPROV <i>A</i>	AL C	
. APPROVA	ALS	
	s have determined that the expenses for this	
		ble considering budget and financial priorities
		500 or more. The Department Head and one o re \$1000 or more: Dean, Regional Dean, Vice
	, or President when appropriate, for the resp	
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<del></del>		
Signature	of Department Head	Date
Signature	of Dean/Regional Dean, Vice President, or Pres	ident Date