

## **Entertainment/Official Reception Request**

Section 1 - Event Host						
Individual/Group Name:				Request Date:		
Department:				Phone #:		
Location of Event:				Event Date From:	To:	
Section 2 - Authorization and Accounting Information						
Approved Amount \$		Authorized Fund	Org	Acct	Prog	
Approver Per Policy:		<u> </u>		Date:		
** Expenses for entertainment and official receptions may only be approved by the President, Provost, Sr. Vice Presidents, Vice Presidents, Deans, Department Chair or Head.						
Section 3 - Attendees						
Who will be attending the event?						
Employees Only Students Only Rowan Employees, Students, and/or Non-Employees						
Business Purpose						
For <u>on-campus</u> events: food/beverage purchases totaling \$100 or more must have an approved Gourmet Dining waiver.  Do you have a Gourmet Dining waiver?  Yes  No  N/A  Meeting agenda will need to be provided when reconciling the expense via Pcard or requesting reimbursement.						
Event Time Start	:	End:				
List of Attendees:	lame		Title		Classification	
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