

<u>Vendor/Payee Information</u>	<u>Department Information</u>
Name: _____	Department Name: <u>ICA</u>
Address: _____	Phone: <u>33214</u> Fax: <u>33533</u>
G#: _____	Fund/Org # (s) to be charged: _____
Phone: _____ Fax: _____	Contact Person: <u>Jeanne Medford</u>
Contact Person: _____	

### Event Information

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

# of Attendees: \_\_\_\_\_ X Maximum per Person \_\_\_\_\_ = Estimated Amount \_\_\_\_\_ \*Actual Amount \_\_\_\_\_  
\*Insert amount upon event completion

**Attach list of attendees and their organizational affiliation (not required for student club Functions or events funded by participant Fees)**

**Purpose of Event** (must meet one of the following criteria):  
 (See Administrative Policy No. 2102, "Food and Beverages Expenditures", at <http://fiscal.gmu.edu/Policies/index.htm>)


Please check one:

- 1. Business Function: Officials whose signatures appear below certify that these food and beverages expenditures are necessary to conduct official University business, and that the ratio of GMU to non-GMU attendees is appropriate. Explain topic of discussion under "Purpose".
- 2. Student Academic Function: Must contribute to the academic mission of the university. Explain under "Purpose".
- 3. Student Club Function: Funding approved through student umbrella process.
- 4. Internal Training Function: Food may be provided to participants in a formal training session that lasts all day with business conducted through the time of the meal. Beverages only are allowed at a training session that lasts at least half a day. Describe type of training conducted under "Purpose".
- 5. Other Internal Function: This category is generally reserved for University recognized events, such as the annual University wide holiday party. Explain under "Purpose". **Must be approved by Chief of Staff, Senior VP, or Provost.**

**"Purpose":** Please describe the purpose of your event, the topic of discussion, or type of training provided:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note: GMU Will Not Pay For:** Alcoholic beverages, flowers      Food and beverages at internal planning meetings, internal routine or regularly scheduled meetings or provided as a perquisite

### Signatures

Signature of Approving Official for Fund/Org <small>(Note: For reimbursement requests, signature of supervisor is required.)</small>	Print Name	Title	Date
	Thomas O'Connor	Asst VP, Athletics	
Signature of Senior Approving Official * <small>*(Not required for Student Club Functions or Events Funded by Participant Fees)</small>	Print Name	Title	Date

\* Senior Approving Officials: <http://fiscal.gmu.edu/Procedures/SeniorApprovingOfficials.pdf>

**Distribution:** Vendor Payments: Send form to Accounts Payable, MSN 3C1, with original receipts, eVA order and list of attendees.  
 Reimbursement requests: Send form to Accounts Payable, MS 3C1, with original receipts and list of attendees.  
 Purchase Requisitions: Send form to Purchasing, MS 3C5, with Purchase Requisition and list of attendees.