

UNIVERSITY of HOUSTON

Official Functions - Approval Form

This form must be used to obtain **advance** approval for official university functions for which expenditures are anticipated to exceed \$5,000. Those for which expenditures of this magnitude may be authorized include: social events involving donors, potential donors, and other outside guests to the university and conferences, workshops, meetings, seminars, or retreats for university employees. Approvals must be obtained in accordance with MAPP 05.02.02; and expenditures are subject to that directive.

Requesting department: _____

Description of official function: _____

Purpose: _____

Location: _____ Date(s): _____

Will admission be charged for this function? Yes _____ No _____

Audience (students, employees, guests to the university, potential donors,...):

Specific statement of benefit to the university or use 'attachment field' to attach a sheet):

Principal elements of expenditures:

Anticipated total expenditure of university funds: \$ _____

Cost center(s): _____

Contact person: _____ Telephone: _____ Mail Code: _____

Approval Signatures:

College/Division Administrator: _____

Department Chair: _____

Dean/Director: _____

Responsible Vice President: _____