

Purpose: To request preapproval for gifts in excess of \$200 and staff parties or functions exceeding \$500.

Requesting approval for (choose one):	<p>A gift to an individual of \$200 and over.</p> <p>An employee party or function where the estimated total cost is \$500 or more but less than \$1000 (requires Provost / Vice Chancellor approval).</p> <p>An employee party or function where the estimated total cost is \$1,000 or more (requires Chancellor approval).</p>
Foundation Account Title and Number:	
Budget Officer Signature: _____ Date _____	
Department:	Mail Code:
<u>Authorization Signature</u>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
_____ <div style="display: flex; justify-content: space-between;"> Provost / Vice Chancellor Date </div>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
_____ <div style="display: flex; justify-content: space-between;"> Chancellor Date </div>	
<i>Upon signature, please return form back to requesting department.</i>	

A copy of this approved form must accompany all invoice vouchers requesting payments related to the gift or function purchase.