

Request for Official Functions, Business Meetings, and Entertainment Expenditures

Attach this form to any official function, business meeting, or entertainment expenditure transaction (either on the TechBuy requisition or p-card reconciliation statement)

Refer to Attachment B for instructions. (All items must be completed in accordance with OP 72.05.)

1. Type of event (donor entertainment, business meeting, retirement party, etc.):

2. Date(s) of event:

3. Location (s) of event:

4. Total expenditures: \$ _____

5. Does this purchase include alcoholic beverages? Yes () or No ()

6. Fund Number(s):

7. Total number of participants _____

(On the following page, provide the name, title, and affiliation to the university of each attendee, if 25 or fewer individuals attended. The affiliation should establish a business-related relationship. If more than 25 attended, please provide the name and title of each individual hosting the event, as well as a description of the group attending; e.g., faculty and staff and spouses of the XYZ Department.)

8. Business purpose of event: *(Provide sufficient explanation to establish a clear business purpose.)*

9. Person(s) incurring expense:

10. CERTIFICATION

I certify that I have read Texas Tech University OP 72.05 and the expenses submitted herein comply with the OP and any applicable gift or grant agreement.

Signature: _____

(Direct supervisor of person incurring expense)

Verify that no Texas sales taxes were included.

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