

Exception Form for Food or Entertainment Expenditures

This form must be signed by the financial manager of the FOP(s), the academic dean (if applicable), the applicable vice president or provost, and the Vice President for Administration and Finance and Chief Financial Officer (for University expenditures) or the Chief Financial Officer (for System expenditures). This form **must be approved and signed by all parties in advance** of any requested exception.

1. Type of event:

2. Date:

3. Location:

4. Est. Total expenditures*: \$

5. Fund number(s):

6. **Alcohol:** Will this purchase include alcoholic beverages? No Yes

Is the server or facility TABC certified? No Yes

Will there be anyone under 21 years of age at the event? No Yes

Will there be any TTU students at the event? No Yes

7. Number of participants

*If > 25 attended, provide a description of group attending; e.g., faculty and staff and spouses of the XYZ Department.
If 25 or fewer attended, provide name, title, and affiliation to the University of **each attendee** in the space below. Use abbreviations or additional pages as needed. The affiliation should establish a business-related relationship.*

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

9. Justifiable reason for exception to the policy: *(Must reference the OP section requesting an exception to.)*

Name and title of individual hosting event

Signature of individual hosting event: _____

Signature of academic dean: _____

Signature of vice president or provost: _____

Signature of VP A&F/CFO: _____