

Request for Food or Entertainment Expenditures

Attach this form to any TechBuy requisition or p-card reconciliation for food or entertainment expenditures.
Refer to Attachment B for instructions. (All items must be completed in accordance with OP 72.05.)

1. Type of event:

2. Date(s) of event:

3. Location of event:

4. Total expenditures*: \$ _____

5. Fund Number(s): _____

6. Does this purchase include alcoholic beverages? No Yes

7. Number of participants _____

If 25 or fewer individuals attended, provide name, title, and affiliation to the University of each attendee in the space below. If additional space is needed, use a second page. The affiliation should establish a business-related relationship. If > 25 attended, provide description of 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. Name and title of individual hosting the event: _____

CERTIFICATION

I certify that I have read TTU Operating Policy 72.05 and the expenses submitted herein comply with the Operating Policy and any applicable gift or grant agreement.

Name and Title of Host's Supervisor: _____

Signature of Host's Supervisor: _____

**Verify no Texas sales taxes were included.*