

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:

3. Location:

4. 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. 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.*