

ENTERTAINMENT/RECEPTION PRIOR APPROVAL FORM

Required for all non-travel related food/beverage purchases

1. **Name and date of group/function (no abbreviation or acronyms):**

2. **Purpose of function, expressed in terms of goals(s) or objective(s) of the University under which the function is to be conducted:**

3. **Makeup of the group, e.g., citizen members of advisory committees, workshops, etc., participating in the event:**

4. **Names and titles of any State employees (including Rutgers faculty or staff members) in the group (attach additional sheet with names if necessary):**

5. **Any other information or justification which will demonstrate the program relatedness of the function or the benefit to the University resulting from the function (such as an agenda):**

6. **Please explain the need to have food at this event:**

7. **Approximate Cost:**

Requestor's Printed Name

Printed Name (Dean or Authorized Designee)

School/Unit

Title

Requestor's Signature

Signature

Date

Date