

PRESBYTERIAN COLLEGE

ENTERTAINMENT AUTHORIZATION FORM

This form must be completed and approved prior to the accrual of any entertainment-related expense(s). Entertainment expenditures exceeding \$500 require approval from the Vice President for Finance and Administration or President. This approved form must be uploaded with the itemized receipt(s) during credit card reconciliation or provided to the Business Office with an invoice or request for reimbursement.

EVENT INFORMATION:

Department: _____

Date of Event: _____

Location of Event: _____

Name of Employee Host: _____

Event Title: _____

BRIEF DESCRIPTION OF EVENT OR ACTIVITY: _____

BUSINESS PURPOSE OF EVENT OR ACTIVITY¹: _____

LIST OF ATTENDEES AND TITLES/AFFILIATIONS: _____

TOTAL EVENT COST: _____

TOTAL EVENT COST PER PERSON: _____

DEPARTMENT OR ORG # TO BE CHARGED: _____

If alcohol is provided, please provide justification and confirm compliance with institutional policies.

SIGNATURES:

Department Head/Budget Manager: _____ Date: _____

Cabinet Member: _____ Date: _____

For purchases exceeding \$500:

VP for Finance and Administration or President: _____ Date: _____

¹ Explain how this expenditure directly supports Presbyterian College's mission, recruitment efforts, advancement activities or other legitimate institutional purpose.