**Academic Year 2019-20**

**CLASS Hospitality Pre-Approval Form**
For hospitality requests between July 1, 2019 through June 30, 2020

**Instructions**
All hospitality in CLASS requires pre-approval by the College Dean or his/her delegate. To obtain pre-approval, complete the form below. When finished, print, sign (wet signature), and submit a hard copy to Alicia Wilkins in MB 1511 no later than 30 days before the date the hospitality is to occur. Hospitality requests submitted after this window of submission may be denied or returned.

### HOSPITALITY DETAILS

<table>
<thead>
<tr>
<th>NAME OF EVENT</th>
<th>DATE OF EVENT (M/D/YY)</th>
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<tbody>
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<table>
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<tr>
<th>DESCRIPTION OF EVENT (100 WORDS OR LESS)</th>
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### HOSPITALITY RECIPIENTS (SELECT ALL THAT APPLY)

- [ ] University Employees
- [ ] University Students
- [ ] Guests of the University
- [ ] General Public

### COST DISTRIBUTION (ATTACH AN ESTIMATED SUMMARY OF EXPENSES OR QUOTE FROM A VENDOR)

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
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TOTAL

### REQUESTOR INFORMATION

<table>
<thead>
<tr>
<th>DEPARTMENT CHAIR</th>
<th>SIGNATURE</th>
<th>DATE (M/D/YY)</th>
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### COLLEGE APPROVAL

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<th>DEAN</th>
<th>SIGNATURE</th>
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- [ ] Approved
- [ ] Denied
- [ ] Returned

**ADDITIONAL COMMENTS**

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