



Academic Year 2020-21

CLASS Hospitality Pre-Approval Form

For hospitality requests between August 1, 2020 through June 20,2021

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.

REQUESTOR INFORMATION					
DEPARTMENT CHAIR		SIGNATURE		DATE (M/D/YY)	
COLLEGE APPROVAL					
DEAN		SIGNATURE		DATE (M/D/YY)	
<input type="checkbox"/> Denied <input type="checkbox"/> Returned <input type="checkbox"/> Approved					
ADDITIONAL COMMENTS					
HOSPITALITY DETAILS					
NAME OF EVENT				DATE OF EVENT (M/D/YY)	
DESCRIPTION OF EVENT (100 WORDS OR LESS)					
HOSPITALITY RECIPIENTS (SELECT ALL THAT APPLY)					
<input type="checkbox"/> University Employees <input type="checkbox"/> University Students <input type="checkbox"/> Guests of the University <input type="checkbox"/> General Public					
COST DISTRIBUTION (ATTACH AN ESTIMATED SUMMARY OF EXPENSES OR QUOTE FROM A VENDOR)					
Fund	DeptID	Program	Class	Project	Amount
TOTAL					