



# Official Functions Request

(Fiscal Rules Chapter 4 Section I)

Requested By: (Must fill out who is attending below)		Department:	Date of Request:
Type of Function (Group Luncheon, Reception, etc. Meetings must have agenda attached):		Location of Function:	Date of Function:
Purpose of Function:		Estimated Costs (Itemize):	\$
			\$
			\$
			\$
Supplier(s) Name(s) & Address(es):			\$
		<b>Total Cost:</b> (If Amount is over \$200 Provost's signature is needed.)	\$
Would you like the PO (please pick one): <b>Held for you</b> <input type="checkbox"/>		<b>E-mailed to you at:</b>	<b>Faxed to:</b>
Signature of Department Head		Date	
Approval of Senior Staff		Date	
Approval of President	<b>Budget Code:</b>		Date
Purchasing Approval	Purchase Order #		Date

## State Employees Attending the Official Function

Name (include "and spouse," if attending)	Name (include "and spouse," if attending)

## Visiting Guests or Dignitaries Attending the Official Function

Name (include "and spouse," if attending)	<b>Affiliation</b>

(if additional space is required, attach extra sheet)