

Approval Form

Official Function – Direct Bill – Promotional Items – Event Reimbursement

Official Function: The Board of Trustees define the term “official function” to consist of the following types of activities: official institutional committees and advisory groups; official external committees and advisory groups; receptions, honors, and awards; faculty and staff functions; and, miscellaneous functions consistent with the mission and image of the University.

Direct Bill: If agreeable with the vendor, payment will be made directly to them after the event occurs.

Promotional Items: The University may expend a total of \$20,000 toward promotional items as authorized by the Board of Trustees. The funds must be paid from departmental accounts. Questions should be directed to Tim Jones, director of purchasing.

Event Reimbursements: If approved, an individual may be reimbursed when they use personal funds to purchase items associated with an official event. It is important that this request be approved prior to making the purchase to insure reimbursement.

Prepared by: **HSU Box #**

Official Function: Yes No

Promotional Item: Yes No

Direct Bill from:

Reimbursement to:

Event Date:

Event Location:

Event Description:

Names of Participants:

Amount Requested:

Account Name and Number:

Requisition Number (if available, though not required until this form is approved.):

APPROVAL

Chair: _____ **Date:** _____

Dean/Director: _____ **Date:** _____

Vice President: _____ **Date:** _____

(This form should be submitted 30 days prior to the event. It is important that funds not be expended prior to securing authorization. Once approved, the office of the vice president will submit the signed copy to the purchasing officer and return a copy of the approved form to the office submitting the request.)