FEAS HOSTING PRE-APPROVAL FORM

Department/Unit: _____

Pre-Approval Request For:

☐ **General Hosting** **Supplier:** _____

☐ **Home Hosting** ☐ **Breakfast** ☐ **Luncheon** ☐ **Dinner**

☐ **Restaurant Hosting** ☐ **Breakfast** ☐ **Luncheon** ☐ **Dinner**

Name of Restaurant: _____

Purpose of the event:

Brief description of the event, including type of food to be ordered (i.e. coffee, lunch, etc):

Date of the event: _____ **Number of days:** _____

Estimated cost[1]**:** _____

FOAPAL: _____ Fund _____ Organization _____ Acount _____ Program _____ Activity _____ Location

Is the hosting part of a larger event(i.e. forum, retreat, etc?) ☐ **Yes** (if yes, please note and attach) ☐ **No**

Please attach the following:

- **A list of invitees**[2]
- **An agenda/brochure/invitation/email invite**

Information of the person completing the form:

Name: _____ **Telephone:** _____ **Email:** _____

Approval Signature from Department/Unit: _____

****** Finance Office Use Only ******

Approval Signature from Finance Office: _____

Dean's Approval: _____

**1 - Quotes may be necessary; see guidelines as to when quotes are required. Please also review the Hosting guidelines.

**2 - When submitting for pre-approval, please note if invitee is faculty, staff, or visitor; when submitting documents for reimbursement/payment, please include sign-in sheet (where available).