

FACULTY OF ENGINEERING & APPLIED SCIENCE
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 Account 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 invitees²
- 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).