

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT

ADVANCE APPROVAL REQUEST

Submit to:

M-G CAFE Business
Center
cafeanalysts@uky.edu

Purpose: Events where meals or refreshments are provided or special activities, totaling over \$1,000, require preapproval from the College before proceeding. Certain discretionary expenditures also require preapproval at any cost.

The following must also be attached to this form: **event agenda and a list of invitees, including a notation regarding their relationship - if UK or non-UK.**

Date of Request: _____

Dept Number: _____

Dept Contact: _____
(Dept Contact Name & Phone Number)

Select Type of Expenditure:

Alcohol*

Sporting/Event Tickets*

Gifts to Friends/Donors
Select category below:

Appreciation*

Memorial*

Special Occasions*

Meals/Refreshments (> \$1,000):

Select category below:

Departmental Social Event*

Faculty Orientation/Reception

Planning/Administrative Meeting

Public Relations Activity*

Retirement*

Student Orientation/Reception

Workshop/Conferences

Special Activities (> \$1,000):

Please Describe:

Estimated \$ Amount: _____

Cost Center/WBS: _____

Date of Activity: _____

Location of Activity: _____

Estimated Number of Attendees: _____

Purpose of Activity and Description of Anticipated Expenses:

REQUESTED BY:

APPROVED BY:

Chair/Director

Date

M-G CAFE Business Center

Date

* Indicates discretionary funds are required for this expenditure