

Dean's Office Accounting – Please initial.

Approved _____ Disapproved _____

Best consideration for approval includes thorough completion of this request.

A&S Purchasing Approval for Food and Non-alcoholic Beverages

Type of Event:

Event Name:

Meeting Retreat Symposium Guest Speaker Other

Please provide description of "other".

What is the business purpose for the meeting?

Be sure to attach agenda to this form.

Logistics:

Date:

Time:

Length of event:

Location of event:

Is this a UNM location? Yes No If not, why?

Attendees:

Anticipated number of attendees

UNM affiliates

of Non-UNM affiliates

Describe affiliation

Note: You must ensure a sign-in sheet is provided at the event, completed, and retained for records

Food purchase:

What food will be purchased for this event?

What is the anticipated cost of the purchase?

What is the business reason/purpose for the food?

Which index will be used for the purchase?

Is this a restricted index? Yes No

Who is the point of contact for this event?

Department Info:

Department:

Requestor:

Email:

Phone #

Chair/Director Signature of Approval: _____

For more information, please refer to [UAP #4000](#).