

## Event Approval Form

☒ Fill out online   ☒ Print & Sign   ☒ Scan & email to P-Card Manager / Mail to 188

This form is not required but made available to card users to document the approval process for various UVU events. Food and other items may be purchased with a P-Card, provided the proper documentation and pre-approvals are in place, in accordance with the institution's Appropriateness of Expenditures Policy. For quality assurance purposes, please fill out this document completely.

First Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Last Name: \_\_\_\_\_

UVU Phone Extension: \_\_\_\_\_

Credit Card Number \_\_\_\_\_  
(Last 4 Digits): \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Mail Stop: \_\_\_\_\_

### Type of food to purchase (if applicable):

- ☐ Light Refreshments
- ☐ Meal
- ☐ Other, please specify:

Name of Event/Purpose of purchase. (Please include all in attendance):

Attendees or intended recipients:

- ☐ Employees
- ☐ Students
- ☐ Other, please specify: \_\_\_\_\_
- ☐ Faculty/Staff Candidates/Recruits
- ☐ Honored Guests

### Event Permissions Required

Please follow proper Chain of Command when obtaining authorization for your event. If needed, please attach an additional form indicating proper permission was authorized to this form:

IRP\*:

Second Level/  
AVP/Dean:

If applicable

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Signature

Vice President:

If Applicable

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Signature

\*Index Responsible Party