Tracking# University of Tennessee Institute of Agriculture Fiscal Policy 715 – Entertainment Prior Approval Form			
The object of Fiscal Policy 715-Entertainme entertainment expenses. The policy outlin university. In addition to the policies outlin entertainment expenses of \$1,000.00 or more from the Department Head to the appropria	es situations where i ed in Fiscal Policy 71 ore or \$100 per perso	t is appropriate for entertainment expen 5, the Knoxville campus requires prior ap on. Please complete the following inform	ses to be paid by the oproval for
If a contract is required to be signed for the	is event, please proc	ess in accordance with Fiscal Policy FI04	120.
NOTE: Purchases for entertainment purpos	ses are subject to all	purchasing policies, including bid limits	·
Please provide in the box below: Purpose of events such as luncheons, dinners, retreats, expense:			
N. 65 .		2	
Name of Event:		Date of Event:	
Estimated Number of Attendees: Es	timated Cost per Att	endee Estimated Cost of E	vent
Funding Source for Expenses: Department N	Name	Cost Ctr./WBS Eleme	nt
GL Code: 446200 – Primarily	University Faculty, S	taff & Students	
449200 – Hospitality Events for Non UT Employees & Students			
449300 – Food & Housing Arranged for UT-Sponsored Seminar			
The request will be returned via email to th approved, when the invoice is entered or the Finance & Administration office in the upper	ne reimbursement re	quest prepared, include the tracking nur	
Questions regarding the supplemental police 4204.	cy on Entertainment s	should be directed to the Budget & Finar	nce Office at 865-974-
Requestor Name	Phone Number	Email Address(for return of form)	Date
Department Head (Signature) REQUIRED	Date		

Date

Chief Business Officer