

Memorandum

TO: _____
President, Vice President, Chancellor, or Designee

VIA: _____
Name of Fiscal Officer

FROM: _____
Name of Requesting Official

SUBJECT: Purchase of Meals, Refreshments, and Protocol Items with Special, Revolving and/or Endowment Funds

The _____ (Department or Program) desires to purchase meals, refreshments, and/or protocol items under _____ (Purchase Order or Contract No.) with funds derived from the designated Special, Revolving and/or Endowment Fund (_____ (Account/Campus Code)) for _____ (Identify Function)

COMPLETE THE FOLLOWING AND ATTACH SUPPORTING DOCUMENTATION (attach additional pages if necessary):

Description of the items to be purchased:

Justification for the purchase and explanation of how the purchase benefits the University program:

Names of individuals for whom meals, refreshments and protocol items are being provided, if applicable:

Amount of Purchase: _____

Vendor Name and Address: _____

Reviewed By: _____

Signature of Fiscal Officer Date

Approved By: _____

Signature of President, Vice President, Chancellor or Designee Date