University of Alaska Anchorage
Representational and Non-Representational Expenditure Approval Form

Complete this form and fax it to Budget & Finance 786-4827. Upon approval the form will be faxed back to you. If you are using UAA Seawolf Catering, you must submit this approved form with your event request. Upon receipt of both documents, UAA Seawolf Catering will plan and book your event. Contact the AP Manager for questions about this form at 786-1446.

Event:_____ **Date of Event**: _____

Vendor or Payee:_____ **Location of Event:** _____

Method of payment: PO ☐ LPO ☐ J V ☐ Employee Reimbursement ☐ **Procard (non-rep only)** ☐ ***Use of the Procard for non-representational expenses must be pre-approved on this form.**

Does event/activity include alcohol? If yes, please break out the alcohol amount and indicate an allowable funding source other than a UAA general fund and attach a copy of the approved Request for Beer and Wine.

Does this request include gifts? If yes, please provide the name of the recipient(s) and all other required documentation as per BOR R05.02.070(F)(5). Attach additional pages if needed.

Provide the fund/org/acct for event:

Fund:_____ ORG:_____ Account:_____ Amount: $_____

Fund:_____ ORG:_____ Account:_____ Amount: $_____

Business reason or benefit gained or expected to be gained by the university: _____

_____

Meal/food provided and business reason for serving food: _____

Names of university employees attending event (Attach a list if needed): _____

Names of non-employees attending including occupation, title or other information sufficient to establish the business relationship (Attach a list if needed): _____

Certification of benefit to the university and appropriateness of the expenditure:
In addition to the other documentation required by UA BOR Regulation R05.02.070, all requests for payment of representational expenditures shall include the following certification:

"I certify that the expense(s) included in this request for reimbursement or payment was (were) incurred for the benefit of the university or the respective funding agency in connection with the performance of official duties and obligations, and that, in my opinion, such expenditure(s) represent an appropriate use of public or other funds used to support the expenditure."

_____ _____
Printed Name of Preparer Date Department/Phone Number/**Fax number**

_____ _____
Signature of Dean, Director or designee Date Department/Phone Number

_____ _____ _____
Signature & **Date** Budget & Finance **REQUIRED PRIOR TO BOOKING CATERING EVENTS** ***Procard approved / Disapproved**

All on-campus events with a food cost of more than $100 must be catered by UAA Seawolf Catering. In limited circumstances, a waiver to use another source of catering may be granted. Contact the Contract Manager at 751-7251 for more information.

_____
Signature & Date - University Housing/Dining/Conference Services (if applicable) REV 6/08 budgetfin