



CECAS Business Event Approval Form

Instructions: Please complete the fields below for approval by the Dean's Office for any group business meals being purchased with CECAS funds. This form should be completed prior to the event and before any purchases are made. If possible, please attach a vendor quote. Please try to keep the price per person around \$10 for all business lunches. If the event requires the per person price to exceed \$10, please provide a justification in the "Additional Justification" field. Approved form will be kept by Keri Cortese to attach to the final invoice and payment.

Name: Click here to enter text.

Event Date: Click here to enter text.

Event Description/ Purpose of Event: Click here to enter text.

Number of Guests: Click here to enter text.

Vendor Name: Click here to enter text.

Price per Person: Click here to enter text.

Total Event Costs: Click here to enter text.

Additional Justification: Click here to enter text.

X

Approval:
CECAS Dean's Office

Wednesday, July 21, 2021