

EVENT INFORMATION

Date of Event: _____

Location of Event: _____

Amount: _____

Payable/Paid To: _____

Name and Purpose of Event

(This statement must establish the purpose of the event and benefit to TWU. Adequate detail is required.)

Employees Attending

Others Attending

CERTIFICATION

I certify that this purchase is not in violation of either state or federal law. Furthermore, I certify that this purchase is for the advancement of the educational function of the University and falls within the category checked below:

The recognition of academic, athletic, scholarship or service to TWU

The promotion or communication of intellectual ideas and/or exchange of administrative and operational information

The support of university-sponsored student events and activities

The recruitment of faculty, staff, and students

The promotion or exchange of ideas with community leaders regarding TWU

The assistance of Regents, accrediting agencies, or officials from other Universities

The educational training for faculty and/or staff

SIGNATURE

Requester or PCard holder

Signature & Date

Allowable expenses for business meals/food purchases must be deemed appropriate in the best judgment of the approving authority, be cost effective, and serve a clear TWU business purpose. The Procurement and Contract Services Office reserves the right to request more documentation if necessary.