



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.