



REQUEST FORM for Prior Approval.

As per Lakehead University's Hospitality Expense Policy, all special events to be in any way funded by the University *require prior approval from VP or President in advance*. Please complete the form with appropriate clarification to support selective, efficient, effective and sustainable spending *to benefit the University and/or its students*.

Purpose & description of proposed expense.

Date: _____ **Time of Day:** _____

Location: _____ **University Facilities: YES / NO**

Alcohol to be Served: YES / NO

Purpose/description:

Proposed attendees:

Budget estimate & description of expense items:

Budget code number: [Department & applicable G.L. code]

Initiator's name: _____
Name Date

Approval: _____
Signing Officer Approval Date

Respective VP or President Date