

Academic Affairs Event Approval Request Form

(Use for events and other exceptional expenses)

Revised May 2019

Defining characteristics of an event:

- No business is conducted
- May include outside people
- Nature of the activity is celebration or recognition

*Inclusion of any or all of these characteristics requires the review and written approval of the appropriate dean or associate provost.

The event approval request form must be approved and authorized by the vice provost for budget and personnel if

- Alcoholic beverages will be served

The event approval request form must be further approved and authorized by the vice provost for budget and personnel if any or all of the following characteristics apply:

- Cost of the event is greater than \$1,000
- The dean or associate provost is the honoree or will receive personal reimbursement for event costs

Title of Event:

Date of Event:

Place of Event:

Department:

Business Purpose (as related to University mission and strategic plan)

Estimated Cost:

Fund*: Department:

***Recognition gifts cannot be purchased using University funds.**

Alcoholic Beverages: Alcoholic beverages must be covered by fund 24 or 43. Only a reasonable amount (1-2 per person) will be covered. The University policy is located here: <https://wmich.edu/policies/a-z>.

- No alcoholic beverages to be served at this event
- Yes, alcoholic beverages to be served at this **off-campus** event (Registration of Event Involving Alcoholic Beverages on Campus **not** required)
- Yes, alcoholic beverages will be served **on campus, AND** appropriate approval secured from WMU Business and Finance (a copy of the Registration of Event Involving Alcoholic Beverages on Campus **must be attached** (<https://wmich.edu/business-services/forms>))

Flowers: All flower purchases require written approval from the Associate Vice President for Business and Finance. A copy of the approval must be attached.

- No flowers will be purchased
- Yes flowers will be purchased

Chair/Director

Date

Dean/ Vice Provost/ Assoc. Provost (a copy must be sent to OAA)

Date

Vice Provost for Budget & Personnel

Date