

Dean's Office Accounting – Please initial.

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

**Purchasing Approval for Food  
and Non-alcoholic Beverages**

Best consideration for approval includes thorough completion of this request.

**Type of Event:**

Event Name:

Meeting      Retreat      Symposium      Guest Speaker      Other

*Please provide description of "other".*

What is the business purpose for the meeting?

***Be sure to attach agenda to this form.***

**Logistics:**

Date:

Time:

Length of event:

Location of event:

Is this a UNM location?    Yes      No      If not, why?

**Attendees:**

Anticipated number of attendees

# UNM affiliates

# of Non-UNM affiliates

Describe affiliation

***Note: You must ensure a sign-in sheet is provided at the event, completed, and retained for records***

**Food purchase:**

What food will be purchased for this event?

What is the anticipated cost of the purchase?

What is the business reason/purpose for the food?

Which index will be used for the purchase?

Is this a restricted index?    Yes      No

Who is the point of contact for this event?

**Department Info:**

Department:

Requestor:

Email:

Phone #

Chair/Director Signature of Approval: \_\_\_\_\_

For more information, please refer to [UAP #4000](#).