COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT

ADVANCE APPROVAL REQUEST

Submit to:
CAFE Business Center
S103-A Ag Sci Ctr North 0091
cafeanalysts@uky.edu

SUBMIT

Date of Request: _____

Dept Number: _____

Dept Contact: _____
(Dept Contact Name & Phone Number)

Select Type of Expenditure:

- ☐ Alcohol*
- ☐ Sporting/Event Tickets*
- ☐ Gifts to Friends/Donors
  Select category below:
  - ☐ Appreciation*
  - ☐ Memorial*
  - ☐ Special Occasion*
- ☐ Meals/Refreshments/Special Activities *(>$1,000):*
  Select category below:
  - ☐ Departmental Social Event*
  - ☐ Faculty Orientation/Reception
  - ☐ Planning/Administrative Meeting
  - ☐ Public Relations Activity*
  - ☐ Retirement*
  - ☐ Student Orientation/Reception
  - ☐ Workshop/Conference
  - ☐ Other __ψψψψψψψψψψψψψ_____

Estimated $ Amount: _____

Cost Center/WBS: _____

Date of Activity: _____

Location of Activity: _____

Purpose of Activity:

REQUESTED BY:

_____
Chair/Director Date

APPROVED BY:

_____
CAFE Business Center Date

APPROVED BY (as required):

_____
Dean, College of Ag Date

*** Indicates discretionary funds are required for this expenditure**