UAF Representational Expense Allowance Form Instructions

(1) **Vendor Name** - Supply the name of the vendor that is being used for the purchase on a ProCard, Call Number, Purchase Order, or LPO. If more than one vendor is being used, list them. A separate allowance form must be filled out for each event.

(2) **Date of the event** - Include the month-day-year of when the event will take place.

(3) **Encumbrance Reference (Requisition/Purchase Order/Encumbrance)** - This will be supplied by the CES Business Office at time of Banner Finance entry.

(4) Supply the **Fund Code**, **Org Code**, and **Acct (obj) Code** to be charged for this representational allowance or special event. Also supply amount of $_______ to be charged to this account. If you don’t know, leave it blank or include the name of the account to be charged (example: Master Gardner Workshop Account).

(5) Supply the **address or location; and type of entertainment (ex: catering)**.

(6) **Business reason or benefit gained or expected to be gained by the university** - Be specific and supply all the information requested in this paragraph. Please make sure you give the business reason or business benefit gained or expected to be gained from this event.

(7) Supply the **nature of any business discussion or activity that will take place**.

(8) **The occupation or other information about the person(s) entertained which indicates business relationship to the university**… - Please supply name, title or other designation sufficient to establish the business relationship. If more than what will fit here, attach a list and indicate, “see attached.”

(9) **Name(s) of university employee(s) present for the meal or entertainment**. It is required that a representative of the University be present at any activity to qualify for such an allowance. List all present or attach a list if more than what will fit.

(10) **I certify that alcohol and/or gift purchases....** Indicate here whether or not such purchases will be included. The **Dean/Director must be the one to initial here**.

(11) **Authorized Signature & Date** - **Signature of the unit Dean/Director is the only signature that can go here**. The Dean/Director is the only one with the authority to authorize representational allowances and special events expenditures.