

**JACKSONVILLE STATE UNIVERSITY REQUEST  
FOR MEAL/ENTERTAINMENT PURCHASES**

Date of Event: \_\_\_\_\_

Place of Event: \_\_\_\_\_

**PURPOSE:**

**CHECK ONE:**

Faculty or Staff Business \_\_\_\_\_

Official Guest(s) \_\_\_\_\_

Prospective Faculty/Staff \_\_\_\_\_

Conference/Workshop \_\_\_\_\_

**VENDOR:**

Vendor Name: \_\_\_\_\_

Vendor No: \_\_\_\_\_ Req.# \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**PLEASE LIST BELOW THE PERSON(S) OR GROUP(S) BEING ENTERTAINED:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

**JSU EMPLOYEES ATTENDING:**

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

I certify that the administrative or educational benefit derived from this expenditure was not otherwise obtainable and that authorization is given to expend budget funds. A brief description of the event is: \_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_ Account # \_\_\_\_\_

Recommended Approval: \_\_\_\_\_  
(Budget Manager)

Approved: \_\_\_\_\_