

# Entertainment Purchase Order and Event Planner Card Expenses

## Authorization and Documentation Form

University of California, Berkeley

**Use this form to document Entertainment expenses on Purchase Orders (PO) or Event Planner Cards (EPC).**

Approving authorities and allowability of expenditures can be found in UCOP policy Nos. BUS-79 and BUS-43, Part 8.

### PREPARER'S INFORMATION

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_ Email: \_\_\_\_\_

### ENTERTAINMENT/EVENT SUMMARY

Title/Subject: \_\_\_\_\_ Date(s): \_\_\_\_\_  
 Description: \_\_\_\_\_  
 Invitees: \_\_\_\_\_  
 Business Purpose: \_\_\_\_\_  
 Notes: \_\_\_\_\_

### EXPENSE DETAILS

Document Entertainment PO and EPC transactions for this event below. Use additional forms for more space, if necessary.

DATE	TYPE OF EXPENSE	VENDOR / LOCATION	REFERENCE NO.	AMOUNT

If event included an **Entertainment Meal**, you must document all of the following details:

#### Type of Event

#### Type of Meal (Campus Per Person Limits 100%)

- Business Meeting Hospitality
- Prospective Donors, Employees, and Student Appointees
- Visitors, Guests, and Volunteers
- Dean's Event
- Other: \_\_\_\_\_

- Light Refreshments..... \$20
- Breakfast..... \$28
- Lunch..... \$49
- Dinner..... \$85

Total Meal Cost: \_\_\_\_\_

\*A format to provide Guest List details for meals is provided on the following page.

Number of Attendees: \_\_\_\_\_

Cost Per-Person: \_\_\_\_\_

#### \*Exceptional Entertainment Requiring Approval (if required)

- Spouses/Partners in Attendance
- Employee Morale-Building Activity

- Meal Over Campus Per-Person Limit
- Other: \_\_\_\_\_

#### University Business Purpose for Exception

\_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Executive: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

### BFS CHARTSTRING DISTRIBUTION

BU	ACCOUNT	FUND	DEPT ID	FUNCTION	PROJECT	FLEXFIELD	AMOUNT

"I hereby certify that the above is a true statement of department expenses and that such entertainment/event is relative to official University business. These expenses are within the regulations of the University of California.

Host: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

If needed, Add'l Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**GUEST LIST**

Event: \_\_\_\_\_

First & Last Name	Title	Occupation / Affiliation
1		
2		
3		
4		
5		
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