

University of California, Berkeley

Entertainment or Event Authorization and Documentation

The following information is **required** for documenting entertainment expense requisitions and expenses charged to a **US Bank Event Planning Card (EPC)** in compliance with UCB EPC guidelines. Approving authorities and allowability of expenditures can be found in UCOP policy Nos. BUS-79 and BUS-43, Part 8. **SELECT PAYMENT METHOD:**

PREPARER'S	INFORM/	ATION										_
Print Name: _					Date:			Phone	1*			1
Department:					Em	ail:						
EVENT INFO	RMATION	í										_
BearBuy Item	Description	:										
Description of Event:												
Business Purpose of Event:												
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					Alcol	nol O	Vec		vent:			
Vendor to		d Type:	ype: Served? Comments				eference			AMT NOT in	TOTAL	
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"I hereby certify that t by me, or with my app of the University of	oroval of the use of of California a	of my EPC, and that	, within such	n the regulations entertainment/		der (if not Event Card: d Title:				Date	e:	-
administrative event was relative to official U Host:			emversity business.			Department Approval:				Date:		
Name and Title:					Name an							_
Exceptional Appr Department Head:	oval Signatu	res (if requ		Date:	Execu					Da	ate:	
Name and Title					Nama	and Title:						



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Dept Ledger Description: _

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piam ii Other Type of Ew	in Attenda	nal Entertainment Requireratners Employee Mora ance Building Activit Other Sity Business Purpose for	y L Per Per	rson Limit 🔲		ded/Per Cost/Person		
•		ON Attach a guest list fo	11 (37					
	Meal Type:	Serv		AMT IN	Event: AMT IN per AMT NOT in TO			
Vendor to be Paid		Comments	Referenc	e No. person C	•	I IOIAL I		
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Vendor to be Paid	теат туре.	Comments	Reference	AMT IN		TOTAL		
Other Expenses Included in Per I	Person	Comments	AMT IN per	Meal Exp	pense #4 TOTAL			
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