

**Student Event Planning Entertainment Certification Form**

<b>Student Group Information</b>			
<b>From whom are you requesting funds – Check one:</b>	<input type="checkbox"/> Student Association at Berkeley Law (SABL) <input type="checkbox"/> Alumni Student Group Funds		
<b>Name of Student Organization:</b>			
<b>Officer Approval Name/Title</b> <i>(Cannot be same as Preparer):</i>			
<b>Officer Approval Signature and Date:</b>			
<b>Student Preparer's Name</b>		<b>Email/Phone:</b>	

**Business Purpose:**

**Event Information**

Date	Vendor Information	Description	Amount
			\$
			\$
			\$

**Type of Expense:**

Business Meeting Hospitality

Prospective Donors, Employees, & Student Appointees

Visitors, Guests, & Volunteers

Meals Provided to Students

Other \_\_\_\_\_

**Type of Meal:**

Light refreshments (LR)

Breakfast

Lunch

Dinner

Alcohol Served

**Event Location:**

On Campus

Berkeley, CA

Other: \_\_\_\_\_

**REQUIRED:**

Total Meal Cost (Food, Bev., Service & Gratuity) : \$ \_\_\_\_\_

No. of Attendees: \_\_\_\_\_

Cost per Person: \$ \_\_\_\_\_

Guest List with Affiliations Attached?  Yes  No

**Other Expenses:**

Facility/Room Rental: \$ \_\_\_\_\_

Equipment Rental: \$ \_\_\_\_\_

Supplies/Other: \$ \_\_\_\_\_

AV: \$ \_\_\_\_\_

**OFFICE ONLY - Exceptional Expense:**

Spouse/Partners or Dean in Attendance

Employee Morale Building Activity

Meal Exceeds Per Person Limit (50%)

Meal Exceeds Per Person Limit (50% plus)

Other \_\_\_\_\_

University Business Purpose for Exception is Attached

"I hereby certify that the above is a true statement of expenses incurred by me, or with my approval of the use of my Event Credit Card, within the regulations of the University of California and that such entertainment/administrative event was relative to official University business."

Preparer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COA Approver Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BU	Account	Fund	Department	Program Code	CF1	CF2	Amount
1							\$