



**FOOD/ENTERTAINMENT APPROVAL FORM**

If your department is planning to purchase food, beverages, food related items (eg. Cups, napkins, plates), or meals, this form MUST be completed and approved by the Director BEFORE the items are purchased. Attached all related receipts.

**PURPOSE OF EVENT\***

*\*Must include individuals other than UNM-LA employees.*

**DATE PLANNED:** \_\_\_\_\_

**NO. OF ATTENDEES:** \_\_\_\_\_

(IF LESS THAN 20, LIST NAMES BELOW)

**SIGNATURE OF DIRECTOR:** \_\_\_\_\_

**LIST OF ATTENDEES:**

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |