
Memorandum

TO: _____
President, Vice President, Chancellor or Designee

VIA: _____
Name of Fiscal Officer

FROM: _____
Name of Requesting Official

SUBJECT: Purchase of Meals, Refreshments, and Protocol Items with Special, Revolving and/or Endowment Funds

The _____ desires to
(Department or Program)

purchase meals, refreshments, and/or protocol items under _____ with funds
(Purchase Order or Contract No.)

derived from the designated Special, Revolving and/or Endowment Fund (_____)
(Account/Campus Code)

for _____
(Identify Function)

COMPLETE THE FOLLOWING AND ATTACH SUPPORTING DOCUMENTATION:

Description of items to be purchased:

Amount of Purchase: _____

Vendor Name and Address: _____

Reviewed By:

Signature of Fiscal Officer Date

Approved By:

Signature of President, Vice President, Chancellor or Designee Date