

RETENTION SERVICES TOP LEVEL AUTHORIZATION REQUEST FORM

(REQUIRES 2 WEEK LEAD TIME)

This form is for ALL units under Retention Services hosting any type of student programming event ranging from \$1,000-\$5,000.

*Entertainment event costs **include:** tax, gratuity/service charges, delivery charges, food and beverage charges (including alcohol), and labor (for catered events only). **Exclude:** meeting or conference facility rental, equipment rental, and decorating expenses.*

Event Host Name:

Retention Services Unit:

Event Name

When

Where

Why

Payment Method:	CruzBuy	Recharge	Reimbursement	
	Req/Order #:			ERF #:
	Fund		Org	Account
	Notes			
Documentation Needed:				
<ul style="list-style-type: none"> Attach expense detail, catering estimate, or requisition. Attach copy of invitation, program or supporting documents. Attach attendee list (if available). Attach ERF if applicable. 				

**Reminder: ALL totals from the Entertainment Reporting Form, Purchase Order and Top Level Authorization form MUST MATCH.*

Total Maximum cost of event (including non-food & beverage items):

Total Food/Beverage Cost:

Food & Entertainment Cost Calculations:

Entertainment event costs **include:** tax, gratuity/service charges, delivery charges, food and beverages (including alcohol), and labor (for catered events only). **Exclude** meeting or conference facility rental, equipment rental, and decorating expenses

**Please note that the following fields do not automatically calculate. Please use your own values.*

Meal	Cost Per Person	Attendees	Total Amount	Max per Person Rates
Breakfast				\$27.00
Lunch				\$47.00
Dinner				\$81.00
Light Refreshments				\$19.00

Prepared by

email/phone

Unit Head/ Director:

Print Name	Signature	Date
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EEC Retention Services:

Print Name	Signature	Date
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EOA Retention Services:

Print Name	Signature	Date
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Submit Forms to:
Melody Litt
Mail Stop: EOP