Entertainment Procedures:

Complete the Entertainment Approval Form on the following page and have it pre-approved if over $50.00 for the event. Cabinet members and deans can make these approvals.

If alcohol is being served or might be served an Alcoholic Use Application must be completed/approved by president or designee prior to event.

The Procard can be used for these purchases if prior approval has been granted. Itemized receipts and entertainment approval form must be attached to the cardholder's s procard statement.

If the Procard is not used, enter payment request into GrizMart as a non-purchase order, attaching entertainment approval form, itemized receipts and alcoholic use application.

University of Montana

Entertainment Approval Form

Entertainment is defined as meals, light refreshments or an activity where the main purpose of the combined business and entertainment was to actively conduct university business in support of the university's mission, promote goodwill, donor cultivation with a general expectation of some benefit to the university. These activities generally include UM employee and UM guests at an off campus location.

Entertainment must be **pre-approved** if over $50.00 for the event.

☐ If **alcohol** is served, prior approval from the President or Designee is required

Form must be submitted to the President's Office 7 working days in advance to event.

Today's Date: _____ Requested By: _____

Requesting approval to use _____ funds for official entertainment.   Dept. Name: _____
(Index Code)

Date of Event: _____ Cost: _____ Official Host: _____ Location: _____

Pay To:
EIN/790# _____   Pay To:
Name/Address _____

Describe type of event (light refreshments, meals and/or related services - concert tickets, room rental, etc)

Purpose of Entertaining:

List name of guest(s) or group at function, indicate their affiliation to the University (attach list if necessary)

Department Head Approval: _____   Date: _____

Printed Name and Title: _____

President, Cabinet Members, & Deans: _____   Date: _____
(Required if cost is estimated to be $100.00 or more)

Research & Sponsored Programs: _____   Date: _____
(Required for Grant index codes)

Revised 3/22/22