



**RUTGERS/RBHS SHP—ENTERTAINMENT/RECEPTION PRIOR APPROVAL FORM**

- 1) Date or dates of function, please note if this is a recurring event such as a monthly administrative meeting.
  
- 2) Name of group/function ( no abbreviation or acronyms):
  
- 3) Purpose of function, expressed in terms of goal(s) or objectives (s) of the University under which the function is being conducted.
  
- 4) Makeup of the group, e.g., citizen members of advisory committees, workshops, etc., participating in the event:
  
- 5) Name and titles of any State employees (including Rutgers faculty or staff members) in the Group. Please attach list.
  
- 6) Any other information or justification, such as agenda, which will demonstrate the program relatedness of the function or the benefit to the University resulting from the function:

Projected Cost: \_\_\_\_\_

Vendor: \_\_\_\_\_

GL String: # \_\_\_\_\_

_____ Cindy Merlino Printed Name (Dean or Authorized Designee)	_____ Requestor's Printed Name	_____ Chair/Dept. Head's Printed Name
_____ Dean/Designee Signature	_____ Requestor's Signature	_____ Chair/Dept. Head's Signature
_____ Date	_____ Date	_____ Date

Revised 9/7/16