

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 objective(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 an agenda, which will demonstrate the program relatedness of the function or the benefit to the University resulting from the function:

- 7) Projected Cost _____ (This field is mandatory)

Vendor _____

GLString/Project# _____ (This field is mandatory)

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