

Vendor \_\_\_\_\_ Year \_\_\_\_\_ Log # \_\_\_\_\_  
Division \_\_\_\_\_ Designation \_\_\_\_\_ Payment /Date \_\_\_\_\_

**Financial Services Check List – Event Planning \$499.99 or less**

This form **MUST** accompany your paperwork throughout approval and payment process.

**Important: Please submit this form at least 30 days in advance of an event.  
Using college funds to pay for staff events requires “pre-approval”  
from the division dean/director, appropriate division VP, TOLI and the  
VP of Business Services.**

*If Subway is the chosen vendor, please use current Subway order form.*

**Step One: Proposal/Justification – please complete and submit to Financial Services – T140 along with supporting documents listed in Step Two.**

Name of Originator: \_\_\_\_\_ phone ext. \_\_\_\_\_  
please print  Check box if student function.

Name of Event: \_\_\_\_\_  Check box if staff development.  
 Check box if official function.

Date of Service: \_\_\_\_\_ Name of Proposed Vendor(s) \_\_\_\_\_

Expected cost: \_\_\_\_\_

Describe details/expected costs: \_\_\_\_\_

\_\_\_\_\_  Retail/Wholesale Purchase  
 Catering/Refreshments  
AND/OR  Dining Off-Campus  
 Other

Division GL # to be used: \_\_\_\_\_

**Attach to this form:** One Copy of Account Balance (ACBL) Screen printout for Division GL# above

When using SECC Funds, you will need to transfer funds from your division to 11 08 107019 (staff development) or 11 08 107020 (official functions). Please attach email from RLC Budget Transfers that your request has been completed.

**The following Pre-Approval signatures must be obtained before submitting to Financial Services:**

Signed & dated by originator \_\_\_\_\_ date \_\_\_\_\_

Signed & dated by division dean/director \_\_\_\_\_ date \_\_\_\_\_

Signed/dated by TOLI/budget manager \_\_\_\_\_ date \_\_\_\_\_

Signed & dated by appropriate vp \_\_\_\_\_ date \_\_\_\_\_

Vice President, Business Services \_\_\_\_\_ date \_\_\_\_\_

Or

Associate VP, Business Services \_\_\_\_\_ date \_\_\_\_\_

**Step Two: Continued on Page Two**

## Page Two

**STEP TWO:** Attach the following back-up documents to this form for review and pre-approval by the VP or Associate VP, Business Services:

Chosen vendor: \_\_\_\_\_

Reason for choosing vendor: \_\_\_\_\_

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**Attach the following to this form for pre-approval:**

- Vendor quote
- Program agenda or flyer
- List of expected participants
- ACBL printout of available division funds
- RLC Budget Transfer Request, as appropriate
- Vendor screen printout for selected business or individual vendor **already** set up in Colleague **or W-9** for a selected individual or business vendor **not** set up in Colleague. *If you need assistance with this please contact accounts payable at ext. 6276 or 6156.*
- HEALTH Department Operating Permit - COPY ONLY** - *from the city where vendor does business. Please contact Terry at ext. 3880 to verify if your chosen vendor already has a permit on file in Business Services. If not, you are asked to obtain this from the vendor.*  
**IMPORTANT:** *vendor is not allowed to cater on campus without a copy of their permit in our files.*

**Return this form with all attachments to Financial Services in T140 for review and approval. You will be notified by email or phone when to proceed with plans for your event.**

**Important: Keep Copies for Your Records!**

**STEP THREE: Payment process** - Once the event is approved, scheduled, and catering order is completed, there is one last step needed to pay the vendor. It is necessary to have a final invoice from the vendor showing total amount due. Attach this final invoice to a completed NPO Check Request and bring or send to Terry Lefler in A249 or call her at ext. 3880 with any questions.