

SOM MCU Approval Form

Please select the applicable radio button below for the type of request that is being submitting.

- Food/meal/beverage for office meeting (e.g., lab meeting, lunch & learn, seminar, strategic planning, etc.) > **\$1,000**
- Food/meal/beverage for "blanket" seminar series (e.g., where a certain number of seminars are taking place over a specific period of time) > **\$10,000**
- Holiday event > **\$5,000**
- Graduation event for student-group > **\$5,000**
- Student group related event / retreat > **\$5,000**
- Other event (e.g., retreat) > **\$5000**
- Retirement party / celebration > **\$2,500**
- Furniture /renovation > **\$5,000**

Requesting Department Number:

Requesting Department Name:

Total Request Amount:

Type of Funds Being Used:

Description:

For events: please include the type of event, the purpose, the number attending, the date (or date range), and what is included in the overall cost.

For furniture/renovations: please include the furniture/renovation location and the purpose.

MCU Lead Name:

MCU Signature: