

**UNLV REQUEST TO PURCHASE TABLES  
AT COMMUNITY EVENTS**

**(Please FAX completed/signed form to Patty Rice @ 5-1088 for President's approval)**

Name of Community Event:

(NOTE: Please attach copies of invitation, invoice, or other information)

Date of Event:

Location of Event:

Amount of Table Purchase:

Purpose for University

Purchase of Table:

Attendees/Affiliation to UNLV

(Identify group hosted for seven or more attendees):

Method of Payment:            P-Card            PO            PV

Is this an event that a private donor or corporation may provide a donation of the table purchase?

YES            NO

Is a full table purchase required?

YES            NO

Submitted by:

Name:

Title:

Department:

Phone:

Approved:

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UNLV President