

**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:

UNLV President