UNLV REQUEST TO PURCHASE TABLES AT COMMUNITY EVENTS

Please EMAIL - alo.faleafine@unlv.edu

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: _____

Chris Heavey, UNLV President