

Event Pre-Approval Form

Date: _____

Form# _____
For Internal Use Only

The account number(s) funding the event: _____

Event name/title: _____

Event location: _____ Event Date: _____

Event Time: _____ Estimated Total Costs for Event: _____

Please check the category below that relates to the nature of the event:

A UAB Sponsored Event Event Sponsored by an External Entity

If an external entity is sponsoring the event, please list any past support provided to UAB:

UAB Business Purpose and rationale for sponsoring or attending the event. Attach copies of the invitation/announcement, program agenda, and other material that explains the event (See the Event approval Form Checklist for a complete list of required documents)

Proposed UAB Attendees (attach a list if necessary): _____

Guest Speaker(s): _____

Contact Information

Department Coordinating the Event: _____

Coordinating Dept's Contact Name: _____ Phone #: _____ E-mail _____

Department or External Entity Sponsoring the Event: _____

Sponsoring Dept's Contact Name: _____ Phone#: _____ E-mail _____

This form, including supporting documentation, should be routed electronically as indicated below to secure appropriate approvals. The Dean's Office /Executive level approver should forward the form along with supporting documentation (as an attachment) to Event Approval Forms at EAF@uab.edu.

Signatures

Approval of this event does not constitute approval of all expenditures related to the event. Approval represents approval of the documented event and stated UAB Business Purposes. Costs associated with this event must follow [UAB Expenditure Guidelines](#).

Department Head Approval (Print): _____

Signature: _____ Date: _____

Dean's Office Approval/ Executive Level (Print): _____

Signature: _____ Date: _____

University Development Office (if required) (Signature): _____ Date: _____

Financial Accounting-General Ledger Review (Signature): _____ Date: _____

Financial Accounting-Grants Review Signature: _____ Date: _____