

**FINANCIAL & ADMINISTRATIVE SERVICES
OFFICE OF THE SENIOR VICE CHANCELLOR**

*Please submit approval request 30-days in advance for staff appreciation events
i.e. picnics, holidays, service recognition.*

Please use DocuSign to send this form to Stephanie Mackler.

REQUEST FOR ADDITIONAL APPROVAL

Department: _____ Division: _____

Phone: _____ Email: _____

Request Type:
 Additional/ Approval Exceeds Meal Limit Maximums Financial Support Other (please describe) _____

Date(s) of Event: _____

No. of Participants: _____

DeptID/Fund/PROJ: _____

Use Account 57250 for Employee Morale-Building Events

Type of Event(s): (Select all that apply)
 Holiday Retirement/Separation (Years of service must be 5 or more) Service Award Staff Appreciation Other _____

Type of Entertainment:
 Light Refreshment (Meal Limit Maximums: (\$20.00)) Breakfast (\$28.00) Lunch (\$49.00) Dinner (\$85.00) Other _____

Purpose for Approval Request:

Please provide all planning details: venue, list of attendees, catering info
Please limit cost for retirement events to light refreshment (\$20pp) for 5-10 years of service and lunch (\$49pp) for over 10 years of service.

Estimated Per Person Expense: _____

Total Spending Estimate: _____

Number of Events this Fiscal Year: _____

Department Head Approval _____ Date _____

UCSF Finance Approval (Alexandra Jalali) _____ Date _____

Office of the Senior Vice Chancellor Approval _____ Date _____

Office of the Senior Vice Chancellor internal use.
Date received _____ Date approved _____
Date processed _____