



PROMOTION & PUBLIC RELATIONS EXPENDITURE AUTHORIZATION

Promotion & Public Relations expenditures may be used for, but not limited to, graduation, visiting committees, orientation, conferences, work conferences, personnel recruitment, meetings, receptions, and guest speakers.

All Promotion and Public Relations expenditures must be supported by documentation that identifies:

- 1. The public purpose related to the expenditure, i.e., benefit of the programs or students of the College,
2. A list of persons in attendance who received benefit of the expenditure.

Please provide the required information on this form and submit it along with your original receipts and your properly authorized Request for Payment (BO-010) or Request for Purchase (BO-021).

1. PUBLIC PURPOSE - Please be specific by indicating the event/function:

Two horizontal lines for providing the public purpose details.

VENDOR: \_\_\_\_\_ P.O. #: \_\_\_\_\_

2. PARTICIPANTS - Enter First & Last Name and Affiliation (e.g., employee, student, etc.):

Table with 4 columns: First & Last Name, Affiliation, First & Last Name, Affiliation. It contains 10 rows of participant information.

APPROVED BY: \_\_\_\_\_ Budget Administrator Date \_\_\_\_\_