



# Entertainment Request Form

## What is the CPO Entertainment Request Form used for?

Please use the CPO Entertainment Request form for a **purchase order (PO)/low value order (LVO)** or **reimbursement** for events with **food and/or beverages**. Examples include:

- Meetings, workshops, collectives, conferences with meals or light refreshments.
- Retreats, conferences, travel related events.

### **ATTACHMENT LIST:**

*Please attach the following to your entertainment form. Attachments may be submitted immediately after the event if using a PO/LVO. Failing to attach the following will be void payment and/or reimbursement.*

- Please include all **original receipt(s)** pertaining to the event. Receipt must be **itemized**.
- Please include a **guest list** with the following information (Reference page 4 for example attendance list):
  - Name of event
  - Time & date of event
  - Name, affiliation, & title of **all attendees**. (IE. Students, Employee, Alumni, President, etc)
  - List names numerically

## CPO T&E Card & Reimbursement Policy\*

For all purchases made with a T&E card or personal funds, a **completed** entertainment request form must be submitted within **5 business days** of purchase. It is recommended that you keep an electronic copy of the **original itemized receipt**. The original itemized receipt will need to be submitted to CPO Fiscal Office for record keeping. **Failure to comply will result in no reimbursement and T&E cardholders will be held responsible to make for payment within two weeks.** T&E cardholders are responsible to check their monthly statement regularly to ensure that all charges and payments are being made correctly. Any late charges or unapproved transactions must be paid by the cardholder. Click [here](#) to check your T&E card balance.

\*To help expedite the reimbursement process, please keep all transactions to one person. Avoid splitting cost.

## CPO Purchase Order (PO)/ Low Value Order (LVO) Policy\*

When requesting a PO/LVO, entertainment request form without the attachments **must** be submitted to the fiscal office at least **2 days** before the event. **After the event, all attachments must be submitted immediately.** Attachments include: **attendance list and original itemized receipt(s)**. Please note that the vendor will be unable to get paid until the attachments are submitted. It is highly recommended that you keep an electronic copy of all attachments.

\*This option is only available if the vendor accepts Purchase orders/LVOs from UCLA and is in the UCLA vendor database.

## Where & How Do I Submit My Request?

Due to the attachments required, this forms needs to be typed and printed out and submitted with all proper attachments, signed by the appropriate approvers, and submitted to the CPO Fiscal Office located in SAC B02B. Signature is required by the Committee chairs and Committee Advisor/CPO Director depending on the fund (i.e. CRC, SIAC, SIAC-Mini Fund, CPOSA etc).

For SIAC Mini-Fund, please contact the SIAC Vice-Chair and SIAC Advisor to sign off your forms.





# Entertainment Request Form

## Line Item— Page \_\_\_

Please make more copies of this page if you require more item boxes

Item # _____	
Type of Expense: _____	Vendor Name: _____
Method of Payment: _____	
Item Description & Justification:	
Line Item Cost _____	

USE ITEM BOXES BELOW IF YOU HAVE MULTIPLE VENDORS AND/OR IF INFORMATION FOR ITEM BOX IS DIFFERENT FROM PAGE 1

Item # _____	
Type of Expense: _____	Vendor Name: _____
# of Attendees: _____	Location: _____
Time & Date: _____	Method of Payment: _____
Item Description & Justification:	
Line Item Cost _____	

Item # _____	
Type of Expense: _____	Vendor Name: _____
# of Attendees: _____	Location: _____
Time & Date: _____	Method of Payment: _____
Item Description & Justification:	
Line Item Cost _____	

\*(Type of Expense) Please note you cannot have both light refreshments and other meals (breakfast, lunch, dinner) in the same entertainment request form.



# ATTENDANCE LIST

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

#	Name	Org/Department Affiliation	Title
1			
2			
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