

# MCMASTER UNIVERSITY

## Faculty of Health Sciences

### PRE-APPROVAL FOR RECEPTIONS AND UNIVERSITY EVENTS

*\*This form is used for any Receptions and University Events<sup>i</sup> with a budget of \$1,000 or More, and should be submitted to: Executive Director, FHS Finance at least **ONE MONTH** prior to the Event\**

*Please do not make commitments or incur expenses before approval from the FHS Dean and VP is received.*

*Please confirm and attest below that you have read and understood the McMaster University Alcohol Policy<sup>ii</sup>*

<b>Date submitted:</b>				
<b>Date of event:</b>				
<b>Requesting Department:</b>				
<b>Attendees' relationship to McMaster (check all that apply):</b>				<b># of Attendees:</b>
Employees	Students	Residents	Donors	Other (specify)
<b>Description of Event (must include the business purpose):</b>				
<b>Name and location of venue:</b>				
<b>Chartfield being charged:</b>	Fund #	Account #	Department #	Program or Project #
<b>Itemized Budget</b>	<b>Amount</b>	<b>Notes</b>		
	Food:			
	Room Rental:			
	Alcohol:			
	Entertainment:			
Other (please specify):				
Other (please specify):				
	<b>TOTAL: \$</b>			
<b>Other relevant supporting documentation (please include with your submission):</b>				
<ul style="list-style-type: none"> <li><input type="radio"/> Venue confirmation showing date of event and cost estimates</li> <li><input type="radio"/> Event menu</li> <li><input type="radio"/> Agenda for business purpose</li> </ul>				
<p><b>*ATTESTATION:</b> I have read and understood the <a href="#">McMaster University Alcohol Policy</a> and confirm that this event adheres to the policy.</p> <p><b>Signature of responsible party in host department:</b></p>				

Reviewed by Executive Director, Finance

(initials)



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

\_\_\_\_\_  
Dean and VP, Health Sciences signature

<sup>i</sup> Please refer to the [AP-01 Guidelines](#) section on Receptions and University Events.

<sup>ii</sup> Please refer to the [McMaster University Alcohol Policy](#)