Guidelines for Reimbursement of Expenses for Seasonal/Holiday Events Using OU Foundation Funds

The University of Oklahoma Foundation’s Guidelines for Reimbursement of Expenses for Seasonal/Holiday Events is as follows with the proposed revision marked in bold and underlined.

5.6 Seasonal/Holiday Events

Seasonal/holiday events that promote institutional business may be paid for from Foundation accounts subject to the following guidelines:

a) Such events must include a large portion of students, donors, and friends of the University. The business purpose should be recognition of such individuals whose support is critical to the mission of the University.

b) All payment requests must be reviewed and co-signed by the appropriate Provost or University Vice-President.

c) Funds used must be unrestricted.

d) Expenses should not exceed $1,500 or $15 per person, whichever is greater.
UNIVERSITY OF OKLAHOMA NORMAN CAMPUS
SEASONAL/HOLIDAY EVENT EXPENSE CERTIFICATION FORM

1) Complete this form and obtain signatures from the appropriate Chair/Director and Dean (for school or departmental events)
2) Forward the form to Senior Vice President and Provost, Kyle Harper with all the Foundation Reimbursement requests involving the event attached.
3) After Provost reviews and co-signs, the forms will be forwarded to the OU Foundation.

PURPOSE OF THE EVENT:
________________________________________________________________________
________________________________________________________________________

DATE OF EVENT____________ PLACE OF EVENT___________________________

ATTACH A LIST OF INVITED ATTENDEES -- Include their affiliation with the University (i.e., faculty, staff, student, donor, friend of the University).

LIST BELOW ALL EXPENSES THAT ARE BEING REIMBURSED BY THE OU FOUNDATION

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payee</th>
<th>Payment is for: (i.e., food, music, facility rental etc.)</th>
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Total Expenses to be reimbursed by OU Foundation (not to exceed $1,500 or $15 per person, whichever is greater)

Number of Attendees

Expense divided by Number of Guests

APPROVAL/CERTIFICATION:
I certify this expense is authorized and incurred under the provisions of the guidelines governing holiday events.

_________________________________________   _________________________
Signature of Account Sponsor                  Date

Reviewed and Approved:

_________________________________________   _________________________
Department Chair/Director                    Date

_________________________________________   _________________________
Dean                                         Date

_________________________________________   _________________________
Senior Vice President and Provost            Date