FINANCIAL ACCOUNTING
EVENT APPROVAL FORM CHECKLIST

DOCUMENTATION INCLUDED	Included	N/A
Valid Account Number [1]	☐	☐
Business Purpose[2]	☐	☐
Announcement/Invitation [3]	☐	☐
Agenda/Program[4]	☐	☐
List of attendees [5]	☐	☐
Authorized Signatures[6]	☐	☐

1. **Valid Account Number** – The Purpose of the account must be related to the event description on the EAF form and the budget provided.
   - Events on overspent miscellaneous restricted accounts will not be approved with the exception of events charging a registration fee. An estimate of the registration fee revenue should be included in supporting documentation.
   - Events on miscellaneous unrestricted accounts with a deficit balance, will need an explanation as to when the account will be funded.
   - All endowment accounts should be spending accounts ("45") only and must be reviewed by Katrina Thomas**.**
2. **Business Purpose** -   The event must have a legitimate UAB business purpose explained.
   - Categorization of the event type must be reviewed in accordance with the Entertainment guidelines on the Financial Affairs website.
   - *Entertainment/Celebratory events for UAB employees are not allowed to be paid from UAB funds.
3. **Announcement/Invitation** – A copy of the current invitation or other materials announcing, publicizing or marketing the event is required as supporting documentation for all EAF forms.
   - The dates, time, and location of the event on the announcement/brochure/flyer/invitation should match the dates, times and location submitted on the EAF form. If a current year announcement or invitation is not available, a draft or sample from a prior year can be accepted with the changes for this year's information noted on the draft/sample.
   - All invitations must have UAB's logo or mention of UAB's sponsorship of the event.
4. **Agenda/Program –** A copy of the current agenda/program for the event is required as supporting documentation for almost all EAFs.
   - The dates, time, and location of the event on the agenda/program must match the dates, times and location submitted on the EAF form. If a current year agenda or program is not available, a draft or sample from a prior year can be accepted with the changes for this year's information noted on the draft/sample.
   - An agenda is not required in certain scenarios i.e. public lecture held for 1 hour where purpose of the lecture is clearly stated on the flyer/announcement for the event.
   - *When additional dinners or receptions are included as part of an event, a copy of the guest list for that dinner/reception (with UAB employees listed separately) along with the guest list for the main event will need to be included.
5. **List of Attendees -** A list of attendees is required if the event is invitation only or an athletic account event.
   - UAB employees must be listed separately.
6. **Authorized Signatures** – Appropriate signatures are required at the bottom of the form.
   - All cultivation and solicitation events require Ken Maluff's signature.
   - All retreats require the Dean's signature. If the event is a Dean's retreat, it requires the Provost signature.

Global Event Approval Forms –
If a department plans to have a series of events with the same business purpose that will be paid from the same G/L accounts, they can submit a global EAF form to encompass that series of events within the current fiscal year.   Global EAFs cannot be approved for invitation only events or development events. Below are guidelines to follow when approving a global EAF:

-The EAF form should have valid account numbers that match the business purpose provided on the form. The same documentation process will need to be completed as described above.
-If the department knows the dates, times and location for the events scheduled they should provide it, but it is not required in order to approve the event series.
-A summary narrative of the event is required. Given that dates, times and locations may be unknown at the time of review, they do not need to be listed in the narrative in order for approval.
-An agenda/program is not required.