

### Section 1: Contact

Department/Division:

Name:

Phone:

Email:

### Section 2: Senior Campus Official Information

Name:

Phone:

Title:

Email:

### Section 3. Prospective EOA

Name:

Phone:

Title:

Department:

Email:

Direct Supervisor Name:

Direct Supervisor Title:

The responses provided to the following questions will assist the Senior Campus Official and the Campus Controller in assessing the appropriateness and effectiveness of the prospective Entertainment Order Approver (EOA), who will serve as a key financial control in the department/division's event and business meeting meal and refreshment order approval process. Please respond to each question.

1. As it relates to the division/department's entertainment and business meeting meal and refreshment procurement process, provide the name and title of the individual to whom the prospective EOA will be accountable.

Name:

Title:

2. Will the prospective EOA receive directly and timely support from the individual identified in question no 1. And the Senior Campus Official to ensure that event and business meeting meal and refreshment orders are handled in compliance with the UC and UCSC policies?

Yes

No

3. Will the prospective EOA have clear authority to withhold approval orders for events and business meeting meals and refreshments that fail to comply with the UC or UCSC policy requirements, including order requests submitted by individuals having higher level position than the prospective EOA?

Yes

No

4. Provide the name and title of each individual EEC that the prospective EOA will be approving meal and/or refreshment orders for. Since a host and EEC cannot be the same person, provide another EEC name for events hosted by any of the below EEC's.

EEC Name

EOA Directly Reports?

Yes

No

EEC Title

EEC Name

EOA Directly Reports?

*(Provide EEC name if above EEC hosts an event)*

Yes

No

EEC Title

EEC Name

EOA Directly Reports?

Yes

No

EEC Title

EEC Name

(Provide EEC name if above EEC hosts an event)

EOA Directly Reports?

Yes

No

EEC Title

EEC Name

EOA Directly Reports?

Yes

No

EEC Title

EEC Name

(Provide EEC name if above EEC hosts an event)

EOA Directly Reports?

Yes

No

EEC Title

Explain why departmental/divisional financial management operations are best facilitated by having the individual serve as an EOA.

#### Section 4. Authorization

##### Senior Campus Official Approval

In my capacity as senior campus official with delegated authority to certify top and standard level event and meeting meal and refreshment orders and expenses, I approve delegating top and standard level authority to approve event and meeting meal and refreshment orders as described in the attached, completed and signed *Delegation of Financial Authority Form-Event, Meeting Meal & Refreshment Order and Expense Approval*.

Authority Holder Signature

Date

##### Campus Controller Approval

Based on the information provided, I agree that the individual nominated to serve as an event and meeting meal and refreshment order approver serves a critical role in facilitating the financial management operations of the department/division, and approve the request.

Biju Kamaleswaran Campus Controller

Date

#### Section 5. Submit

**Submit electronic request via DocuSign:** Set [fadsfar@ucsc.edu](mailto:fadsfar@ucsc.edu) as the final CC recipient in the workflow.

or

**Submit paper request:** Campus Controller (mailstop: Accounting Office).