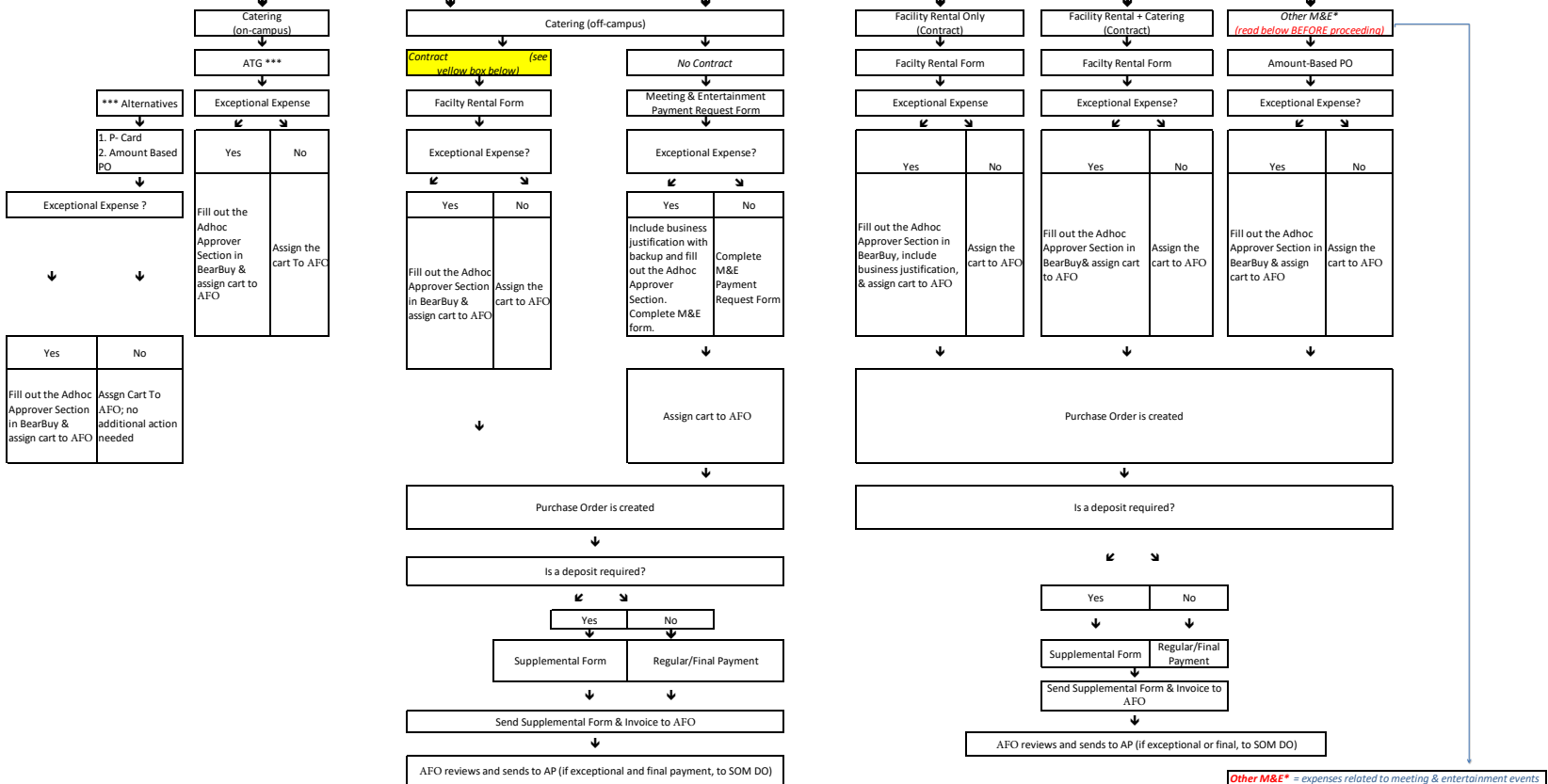


Events



IMPORTANT NOTES/REMINDERS:
 *Supplemental Form to be submitted directly to AFO; AFO will forward to COAP
 **It is the REQUESTER'S responsibility to monitor the PO and submit the Supplemental Form with the invoice and supporting documents to the AFO for payment processing

Other M&E* = expenses related to meeting & entertainment events that is **not** the venue or catering; examples: bus tours or bus transportation and boat dinner cruises. Contracts will be required for most of these expenses and may be subject to exceptional expense approval, as well as, SCM and Risk Management review/approval prior to PO issuance. In some cases, waivers are required. Allow for ample time for such requests.