

# Supplemental Form for Contracted Facility Rental and Exceptional Meeting & Entertainment Expenses



## Use this Form:

- When **exceptional approval** is required for a [BearBuy Meeting and Entertainment Payment Request](#)
- When requesting approval/exceptional approval of a **contract facility rental** deposit, one-time, installment, or final balance payment

## General Information (complete all fields):

Name of Payee: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_  
 Host Name: \_\_\_\_\_ Number of participants: \_\_\_\_\_  
 PO Number: \_\_\_\_\_ BearBuy Requisition #: \_\_\_\_\_  
 \*Payment Amount: \_\_\_\_\_

\*Enter the **Payment Amount** for *this request only!* Do NOT include total contract amount if paying over multiple invoices.  
 For example: to pay an advance for a facility, enter only the amount of the advance you are requesting.

## I am seeking payment for (choose all applicable circumstances):

Once selection(s) are complete, required fields will change from grey to **blue** and become available for data entry.  
 For requests including *food and/or beverages* and/or those requiring *exceptional approval*, also complete page 2.

A Meeting & Entertainment expense that requires exceptional approval per [BUS-79 policy](#)

### Facility Rental

Payment Type:	Includes Food/Beverages?	Exception to BUS-79?
Deposit	Yes	Yes
Installment or One-Time Payment	No	No
*Final Payment		

\***Final payment requests will not be approved** unless the final **itemized** invoice is attached to the BearBuy Request and the signature of an Authorized Meeting & Entertainment Approver is obtained on this form.

## Authorized Exceptional Approver Attestation and Signature

Requested payment is an **exception** to [BUS-79 policy](#) and the signature of an **Authorized Exceptional Approver** is required. See the [Travel and Entertainment Approval Matrix](#) for a list of Exceptional Approvers.

I, the undersigned attest that the above expenses are within the policies and guidelines of the University of California and that the expenditure was necessary to accomplish official University business purposes.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Exceptional Approver

\_\_\_\_\_  
Date

## Authorized Meeting and Entertainment Approver Attestation and Signature

If the **facility rental payment** requested includes **food/beverage** or is a **final payment** request, the signature of an **Authorized Meeting & Entertainment Approver** is required.

I, the undersigned attest that the above expenses are within the policies and guidelines of the University of California and that the expenditure was necessary to accomplish official University business purposes.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Meeting & Entertainment Approver

\_\_\_\_\_  
Date

