

# Academic Affairs Refreshment Policy Exception

## Provost Prior Approval Request

This form is to be completed when meals or events for departments or divisions within Academic Affairs exceed \$20 per person or the refreshment policy threshold. Once complete, send to [isabellaj2@southernct.edu](mailto:isabellaj2@southernct.edu).

Event/Meal Title

Event/Meal Date

Intended Audience

Anticipated # of Attendees

Total Cost

Index Number and Name

Use this space to describe your event/meal and justify spending more than \$20 per person

I certify that there are funds in the budget to cover the cost of this event/meal.

Index Manager Signature