



Requester's Name _____
Email _____
Department _____
Index _____

Executive Approval Form

Use this form to obtain executive level pre-approval and exceptions to university policy. This completed and approved form should be retained by the requester along with the documentation of the associated expense. A copy of this form must be submitted with any related payment requests.

Approval and Expense Type

<i>Standard</i>	<i>Exception</i>	
_____ Business meals/hospitality	_____ Business meals/hospitality	_____ Independent contractor denial
_____ Gift card advance	_____ Charitable/University event tickets	_____ Individual membership
_____ Other _____	_____ Gift	_____ Other _____

Date and Location of Event or Expenditure

Total Cost of Event or Expenditure (for University event tickets, specify number of tickets)

Description and Business Purpose of Event or Expenditure

Anticipated Attendees and KSU Affiliation (including number of employees)

If this is a policy exception, explain why it is being requested.

Requester's Signature

Date

Approver Attestation:

I certify that I have reviewed this request for executive level approval. I am in agreement that an appropriate business purpose exists sufficient to warrant granting this request.

Departmental Head Signature

Date

Print Name

Dean or Designee Signature

Date

Print Name

Executive Level Officer or Designee Signature

Date

Print Name