Instructions for Departmental Prior Entertainment Approval Form in PerfectForms

Note: This form cannot be used for events if cost per person is over $100. CBO prior approval is still required for these events.

Requestor:

Go here to complete the form:
http://app.perfectforms.com/player.htm?f=sGiCAg4C

Fill in the top section of the form with the following:

1. Box for the purpose of the event including caterer. Must note if alcohol is to be served (option only if event does not include students).
2. The name of the event.
3. Date of the event.
4. Number of attendees.
5. Cost per attendee.
6. Cost of the event.
7. The department name.
8. The cost center/WBS element (R011601013 to be used if alcohol is to be served).
9. GL Code (446200 or 449200)
10. Your last name.
11. First name.
12. E-mail address – use c ottinge@utk.edu. CJ will forward approved form to you.
13. Phone.
14. Date you completed the form.
15. Department head E-MAIL to whom form should be submitted – use tpeters3@utk.edu.

Click submit.

If there are any questions along the way, contact Teresa Peterson at tpeters3@utk.edu or 974-6784.