

**THE UNIVERSITY OF TENNESSEE COLLEGE OF LAW**

**PRIOR APPROVAL REQUEST FORM  
ENTERTAINMENT EXPENSES - \$500 OR LESS**

DATE: \_\_\_\_\_

EVENT (description of event including guest speakers, etc):

DATE OF THE EVENT:

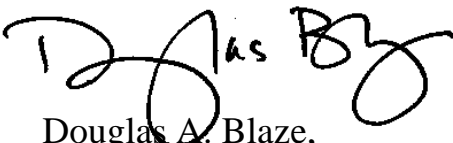
ESTIMATED NUMBER OF ATTENDEES:

ESTIMATED COST PER ATTENDEE:

FUNDING SOURCE FOR EXPENSES (name & number of cost center / WBS element):

Approved by:

Reviewed by:



Douglas A. Blaze,  
Dean

Mary Ann James  
Manager, HR & Administration

Date: \_\_\_\_\_

Date: \_\_\_\_\_