



AUF CHECK REQUEST JUSTIFICATION FORM

For entertainment, meals, business functions, and employee awards

To be attached to Foundation Check Requests whenever disbursement of funds are requested for entertainment, meals, business function, or employee awards. A meeting agenda, event flyer, or employee award document should be attached when applicable.

The Augusta University Foundation, Inc. is a non-profit charitable organizations which qualifies for tax exemption under Section 501 (c) of the IRS Tax Code. To qualify for this exemption, the Foundation must ensure that it remains in strict compliance with state and federal laws. Therefore, expenditures must benefit in a direct and substantial way, which are to promote the educational, research, clinical, and other programs of Augusta University and Augusta University Foundation (AUF).

General Description of Event or Award *(Please attach agenda, program or employee incentive plan, if applicable):*

Purpose *(How does this expenditure benefit AU?):*

Function or Award Date and Location:

Number Attending/Receiving Awards

Cost Per Person

Total Cost

ATTENDEES / AWARDEES (By Name)

If invitees are not by personal invitation (e.g., invitations to the general public), you may list the estimated number of attendees by group name. Continuation sheets may be attached.

AU PERSONNEL

1.	
2.	
3.	
4.	
5.	
6.	
7.	

OTHERS/AFFILIATION

1.	
2.	
3.	
4.	
5.	
6.	
7.	