

Auburn University Foundation

Authorization for Internal Transaction Voucher

College of Human Sciences International Quality of Life Awards

Monday, December 4, 2023

**Completed forms must be received in the IQLA office
before reservation is guaranteed.
Transfer forms will be processed after October 1, 2023.**
Guest names are due Friday, November 17, 2023.

**All original forms should be sent to
Melissa Rhodes, 210 Spidle Hall, Campus
melissarhodes@auburn.edu**

I would like to reserve the following (check all that apply):

_____ **Individual Tickets \$550 each**

Number of individual tickets reserved: _____
*(We will attempt to honor seating requests for
Individual Tickets)*

_____ **Bronze Level \$6,000**

Table for 10
Number of bronze tables reserved: _____

_____ **Silver Pairs \$1,500**

2 Select individual tickets
Number of silver pairs reserved: _____

_____ **Silver Level \$10,000**

Premium table for 10
Number of silver tables reserved: _____

Department Name: _____

Contact Person: _____ E-mail: _____

Address: _____

Telephone: _____ Fax: _____

I authorize the College of Human Sciences to act on my unit's behalf in preparing and submitting an AUF Internal Transaction voucher for \$_____ from the following FOP:

CHART _____ F _____ FUND _____ ORG _____ PROG _____

Approval Signature: _____
Development Officer/Department Head

Date: _____

Approval Signature: _____
AVP/Dean/Director

Date: _____

*Approval Signature: _____
Vice President for Development
(Required for transfers \$10,000 and above)

Date: _____

All ticket and table purchases are nonrefundable. Any unused seats will be filled with College of Human Sciences Student Ambassadors.

For additional information about the 2023 International Quality of Life Awards, please contact Melissa Rhodes at melissarhodes@auburn.edu or (334) 844-7260.

Auburn University Foundation
Internal Transaction Voucher Support Documentation
Participant List

College of Human Sciences

International Quality of Life Awards

Monday, December 4, 2023

6:30 p.m. Reception

7:30 p.m. Dinner and Awards

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List of attendee name(s) must be submitted to the IQLA office no later than November 17, 2023.

	<u>Banner or ADVANCE ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Department</u>	<u>Title</u>	<u>Business Purpose</u>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Participation in this event may be taxable under certain circumstances to officers, directors, trustees and employees. For employees in this event, the information will be supplied to Payroll and Employee Benefits for inclusion in the employee's W-2. Non-employees will receive an IRS Form 1099-MISC.

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