

Auburn University Foundation
Authorization for Internal Transaction Voucher

College of Human Sciences
International Quality of Life Awards

Monday, December 4, 2017
United Nations Building

Reservation information is due Monday, November 13, 2017
Final seating information is due Monday, November 20, 2017

**All original forms should be sent to Melissa Rhodes,
210 Spidle Hall, Campus**

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

_____ **Individual Tickets \$500 each**

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

_____ **Bronze Level \$5,000**

Table for 10 at dinner

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: _____ Date: _____
Development Officer/Department Head

Approval Signature: _____ Date: _____
AVP/Dean/Director

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

All tickets are nonrefundable. Any unused seats will be filled by College of Human Sciences Student Ambassadors.
For additional information about the 2017 International Quality of Life Awards, please contact Melissa Rhodes at mar0011@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, 2017
United Nations Building

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6:30 p.m. Reception
7:30 p.m. Dinner and Awards

All original forms should be sent to:
Melissa Rhodes, 210 Spidle Hall, Campus

All guests must bring photo ID and security pass to gain entrance to UN.
List of attendee proper names is required for admittance to the United Nations:

	<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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