

Auburn University Foundation
Authorization for Internal Transaction Voucher

College of Human Sciences
International Quality of Life Awards

Monday, December 9, 2019

Completed forms must be received in the
IQLA office before reservation is guaranteed. Transfer
forms will be processed after October 1, 2019.
Guest names are due Monday, November 18, 2019.

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 \$600 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: _____

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

2 Premium individual tickets
Number of platinum 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: _____ 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 ticket and table purchases are nonrefundable. Any unused seats will be filled with College of Human Sciences Student Ambassadors.

For additional information about the 2019 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 9, 2019

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 18, 2019.

	<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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