



CalPolyPomona

Philanthropic
Foundation

CAL POLY POMONA PHILANTHROPIC FOUNDATION

Date:

To:

From:

SUBJECT: APPROVAL FOR ALCOHOL PURCHASES

The attached includes purchase of alcohol. Alcohol purchase requires approval by the Vice President of the Division and Chief Operating Officer for the Cal Poly Pomona Philanthropic Foundation. If alcohol is purchased by a Vice President, then the purchase requires the President's approval.

Please have this form approved and return with the respective documents, to Cal Poly Pomona Foundation Financial Services.

EVENT/BUSINESS PURPOSE

LOCATION HELD

DATE

ESTIMATED AMOUNT

VICE PRESIDENT LEVEL APPROVAL

COO- CPP PHILANTHROPIC FOUNDATION