OFF – Blanket Requests

Blanket OFF requests are beneficial for multiple events of the same type. A blanket OFF will decrease the workload for these events.

Important Notes

• Blanket Requests are allowed for multiple dates of the same type of events; same # of attendees.
  → Example: Lunch with non-UTH Speakers; 1 each month; 4 attendees each time; department has budgeted for 12 Speakers during this FY. Per Event costs: 4x$30= $120; Total Estimated costs 4x12x$30= $1,440
  → Example: Faculty Interview dinners; department has funds for 10 faculty applicants during this FY; 2 dinners each candidate visit; 4 attendees each dinner. Per Event costs: 4x$60= $240; Total Estimated costs 4x20x$60=$4,800

Guidelines

• Complete a Blanket Request for each type of event, e.g., one for breakfast, one for lunch, one for dinner.

• In the Date field, if the exact dates are unknown, include a date range and the number of anticipated events.

• In the Estimated Costs field, type in the costs per event.

• Somewhere on the form, calculate and write-in the estimated TOTAL cost of all the events. This way, your DMO can ensure that there are sufficient funds in the budget to cover all of the events.

• If the names of the attendees are unknown, you may type something such as “1 Faculty Recruit + 3 UTH faculty.” Or, “1 non-UTH Speaker + 3 UTH faculty.”

• Upon receipt of the approved form(s), make as many copies as the number of anticipated events.

Changes after Blanket OFF Approval

• If changes occur with regard to date, location or number of guests, the same rules apply for Blanket Requests as for single Event Requests:
  • If the proposed date or location changes, between the time the form was approved, and the time the event occurs, you do not need to resubmit the form to the Dean’s Office or obtain Secondary Approvals; you may make the changes onto the form(s) – since it doesn’t impact the approved amounts.
  • If the proposed number of guests changes, between the time the form was approved, and the time the event occurs, you might need to re-submit the form to the Dean’s Office and obtain Secondary Approvals. If the number of guests increase such that the Actual Costs exceed 10% of the Estimated Costs that were approved previously, you will need to obtain Secondary Approvals, both departmental and Dean/designee, and you must provide a brief note for the increase in the Justification field at the bottom of the form.
• After each event occurs, complete the Actual Date, Actual Location, Actual Attendees, Name & Affiliation of the Attendees, and the Actual Costs. If you had indicated several dates on the OFF, circle or write-in the actual date of the event, and submit to the MS Travel Team/ERT for payment processing along with the invoice/receipt and the Non-PO Voucher.

NOTE: Per ERT and UTH auditors, it is required to complete both the ESTIMATED and the ACTUAL sections of the Prior Approval Form for Official Functions. The form must be completed and approved prior to the event. After the event, the ACTUAL information must be completed before submitting for reimbursement.

Contact

Please contact The Office of Administration for more information and guidance on how to carry out this procedure.

Phone Number: 713-500-5020
Room Number: MSB G.420
Type in what meal this event is for.

**Total Est. Costs: 12 x 4 x $30 = $1,440 (per event)**
Type in what meal this event is for.

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Costs</th>
<th>Costs per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/Beverage/Tax</td>
<td>$300.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Meeting Room Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music/entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Visual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tips/Gratuity (20% max)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Costs</td>
<td>$300.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Total Costs: 12 x $250 = $3,000

Type in what meal this event is for.

Required Prior Approvals (level only except as noted on Matrix) (next)

Secondary Approvals

Required if actual cost > 10% of estimate or actual cost exceeds policy — Justification required below*

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Addenda: 12 events

Purpose of Event and Benefit(s) to UTHSC-H:
Lunch with Resident Recruits + 5-7 current residents + 3-4 UTH faculty. During lunch, our current residents and faculty will answer questions and promote our program to recruit the best applicants.

Number of Guests Expected: 20
Actual Attendees: _

Names and Affiliations of Attendees (if more than ten, identify group; use back if necessary or attach an additional page):
There are 12 separate recruitment dates scheduled. Number of attendees will vary per event. Coordinating with 10 UTH residents/faculty and 10 resident applicants attending each event.

Type of Expense (check one):
- Students/Fellow Award Event
- Internal Retreat/Workshop
- Business Meal/Employee Function (> $2500)
- Recruitment/Honored Guest (> $2500)
- Institutional Advancement

Chartfield: 2
DEPT: 2763743
FUND: 35214
PROG: 12
PROJECT: 
ACCOUNT: 
MSROP funds

Copies of the approved and updated form with actual costs completed must be submitted with any subsequent Requisition or Voucher requests referencing this event.