

## SOM MCU Approval Form

Please select below for the type of request that's being submitting

- Food/meal/beverage for office meeting (e.g., lab meeting, lunch & learn, seminar, strategic planning, etc.) > **\$250**
- Food/meal/beverage/venue for "blanket" seminar series (e.g., where a certain number of seminars are taking place over a specific period of time) > **\$2,500**
- Holiday event > **\$5,000**
- Graduation event for student-group > **\$5,000**
- Student group related event / retreat > **\$5,000**
- Other event (e.g., retreat) > **\$2,500**
- Retirement party / celebration > **\$2,500**
- Furniture /renovation > **\$5,000**
- **New** Software not in software distribution ( [click here](#) for UNC available software)

**Requesting Department Number:**

**Requesting Department Name:**

**Total Request Amount:**

**Chartfield String To Be Used:**

**Date or Date Range if for Event:**

**Location of Event:**

**Description:**

*For events: include type of event,  
purpose, number attending, and  
**BREAKDOWN** of cost.*

*For furniture/renovations: please  
include the furniture/renovation*

*location and the purpose.*

**MCU Lead Name**

**MCU Lead Signature**

**Date**