

**OFFICIAL AND EMPLOYEE TRAINING FUNCTION REQUEST FORM**

Date Form Prepared \_\_\_\_\_ Date of Function \_\_\_\_\_

UNC Host's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

UNC Host's Department Name \_\_\_\_\_

Type of Function (Group luncheon, reception, etc. ) \_\_\_\_\_

Purpose of Function \_\_\_\_\_

Location of Function \_\_\_\_\_ # Attending \_\_\_\_\_

FOAPAL Number to be Charged \_\_\_\_\_ Estimated Cost \_\_\_\_\_

**Names & Title of Individuals Attending**

University Employees

Guests

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\_\_\_\_\_  
Authorized Signature on Above FOAPAL  
(To the best of my knowledge this function complies with  
UNC's official function rules and regulations.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature for the Function

\_\_\_\_\_  
Date