

Ent. Ref. 1.3.2 Process Form

To create your “Request for F&E Event Approval” in DocuSign, visit the following link:
[Ent Ref 1.3.2 PowerForm](#)

Before completing the PowerForm to generate your form, you will need to identify the:

1. EOA -typically your Financial Analyst- who oversees your FOAPALs;
2. EEC -usually your Supervisor- who oversees your FOAPALs;
 - You can locate your EOA + EEC using the [Delegation of Authority table](#).

If your event will involve restricted expenses and/or exceeding spending limits, you should also identify and add your Top-Level EEC who oversees your FOAPAL:

- A Top-Level EEC will always be the VC - DSAS or your AVC (up to certain limits);
 - You can locate your Top-Level EEC using the [Delegation of Authority table](#).

After completing your PowerForm, here are some tips when filling out your F&E Event Request form in DocuSign:

- ★ This DocuSign allows collaboration. If you need to change information, do not void, delete, or decline the document. Review the form, request an edit, leave a comment, or email another signer with your updates.
- ★ This form is designed to go straight from your EOA to the EEC. No other reviewers or signers are allowed to approve this form on behalf of your EOA or EEC. If you need to include another staff member to help review the document, include them as an “Optional Reviewer”.
- ★ Ent Ref 1.3.2 can be used as a replacement for other entertainment forms, consult with your Financial Analyst to determine the best form to use.
- ★ If you have any questions, please reach out to your Financial Analyst for help.