



AUTHORIZATION TO HOST

1. Hosting Authority for Events \$2,500 and Below

Department/Division Name: _____

Budget Unit Number: _____

Name of Event: _____

Date of Event: _____

Purpose of Event: _____

Number/Description of Persons Attending: _____

Location of Event: _____

Estimated Cost: _____

Funding Source: _____

Authorized By: _____ Date: _____

Department Head or Designee

2. Hosting Authority for Events \$2,501 and Above

COUNTY MANAGER ACTION:

- Approved
- Not Approved
- Recommended for Board Approval

BOARD OF SUPERVISORS ACTION: (If Board Approval Recommended)

- Approved
- Not Approved

County Manager or Designee Date

Authorized Signature Date