

EXAMPLE

Memo

TO: _____, Chief Financial Officer and Treasurer, UTFI
FROM: _____ (department contact)
DATE: April 17, 2018

RE: Request for advance payment of deposit and payment night of for the vendor
MacArthur Park Restaurant.

I am requesting approval to make a \$500 deposit, subtracted from the final total and night of payment to MacArthur Park Restaurant the venue for the Bay Area Chapter event on 5.15.18. During this event the Alumni Chapter will host a night of networking with current UT students. This event coincides with the 2nd annual Silicon Valley Student Experience, which is a week-long trip for students to visit top firms in the San Francisco Bay Area. Dean Wayne Davis of the Tickle College of Engineering will also be giving a Big Orange Update. This vendor was chosen because last year's venue was subpar- bad food and noisy. Quotes were requested from 2 other venues, but their prices were much higher than MacArthur.

We inquired, and the vendor is not able to waive the deposit or night of payment requirement, despite the University of Tennessee's policy. Below is the email exchange with the vendor contact:

Good afternoon,

I will be working with the business office to get this letter of confirmation signed and returned. I see that you require a deposit/night of payment. Since the UT Foundation is a not-for-profit organization, we typically do not pay vendors in advance. It is hard to track payment and keep a clean history of events when split payment is involved. With that being said, is there any way you could forgo the deposit/night of payment and invoice us the final total after the event? Most of our vendors have agreed to this request specifically because we are a well-known organization and not an individual.

Thanks,

From: Barbara Schroeder <Barbara@Macpark.com>
Sent: Monday, April 16, 2018 9:34 PM
Subject: RE: BAY AREA Chapter Event

Hello,

Thank you for your e-mail and I do understand working with Universities. However, we are a restaurant and do require a deposit to hold and confirm private rooms. The balance is do upon completion as we do not invoice after the fact.

Regards,

Barbara Schroeder



MEMORANDUM

To: Chief Financial Officer & Treasurer, University of Tennessee Foundation, Inc.

From:

CC:

Date: 4/25/2017

Re: Request for advanced payment to vendor: Bay Café Restaurant & Banquets, venue for a Big Orange Evening in San Francisco Bay May 18, 2017

On behalf of the University of Tennessee Alumni Affairs, I am requesting night-of payment to Bay Café Restaurant and Banquets at 1875 Embarcadero Rd., Palo Alto, CA 94303 for an event on May 18, 2017, from 6:30-8:30 p.m.

This will be for a reception where Brian Shupe and the College of Engineering will speak to the local San Francisco Bay UTK Alumni Chapter and other UT alumni and friends. Please note that every effort was made to negotiate direct billing payment after the event. However, per Bay Café's policy, the vendor will not allow invoicing after the event and requires payment on the night of via a credit card on file.

Other venues were contacted in the Bay area, such as Maggiano's, Village Bistro, MacArthur Park, and Piatti's, but they were all significantly more expensive. In addition, Bay Café has agreed to forgo the security deposit.

The approximate cost for the event will range from \$590.30-1,200 depending on the number of guests. The lower estimate is for if 25 people attend, and the higher estimate is for if 50 people attend.

You will find the quote for 25 people and an area to place the Foundation's credit card information on the next page.

EXAMPLE

Memo

TO: Chief Financial Officer and Treasurer, UTFI

FROM:

DATE: February 26, 2019

RE: Request for payment night of for the vendor Eat, Drink & be Merry

I am requesting approval for payment night of to Eat, Drink & be Merry. The New York City UT Knoxville Alumni Chapter will host a Networking with Current UT Students Night in NYC. Alumni will have the opportunity to meet Haslam College of Business and College of Communication and Information students and hear about their experiences on campus and their trip to NYC meeting with companies like L'Oreal and American Express.

We inquired, and the vendor is not able to waive the night of payment requirement, despite the University of Tennessee's policy. Below is the email exchange with the vendor contact:

Hi Jeff,

I see that you require night of payment. Since the UT Foundation is a not-for-profit organization, we typically do not pay vendors the night of. It is hard to track payment and keep a clean history of events when night of payment is involved. With that being said, is there any way you could forgo the night of payment and invoice us the final total after the event? Most of our vendors have agreed to this request specifically because we are a well-known organization and not an individual.

Thanks,

From: Niki Miller <niki@eatdrinkandbemerry.com>
Sent: Monday, February 26, 2019 5:01 PM
To:
Subject: Eat, Drink, and be Merry Payment structure

I want to thank your interest in hosting your event with us on Monday March 18. Per our company policy we will need payment the evening of the event, we cannot do any postdate invoicing. We accept all major credit cards for your convenience. We will not pre-authorize your card for any amount, but please keep in mind our cancellation policy.

If you have any questions or need me to resend any of the invoices or BEO's please let me know

Thank you again,

Niki Miller

Memorandum

TO: CFO and Treasurer, UTFI
FROM:
CC: Lee Ann Craig, Contracts and Purchasing Coordinator
DATE: March 1, 2018
RE: Request for advance payment of deposit to vendor
Appaloosa Grill, Denver, Colorado

I am requesting approval to make a deposit to the Appaloosa Grill for the venue and food where an alumni reception for attendees of the American Veterinary Medical Association's annual conference will be held at from 6:00 pm to 8:00 pm on Friday, July 13, 2018.

We inquired with the venue about invoicing full payment after the event in accordance with University of Tennessee's policy. The venue will not waive collecting full payment of charges at the time of the event. The venue contact is Mr. John Qualley. Below is the email exchange:

"Will you invoice? If not, please state why (I have to provide a reason).

WE MUST COLLECT PAYMENT IN FULL AT THE TIME OF SERVICES DELIVERED. ALTERNATIVELY YOU CAN PRE PAY AND WE CAN SETTLE ANY INCIDENTALS WITH A CREDIT CARD ON FILE"

About 40 of our UTCVM alumni attended our dinner in Indianapolis at the AVMA last year, and we expect similar numbers this year. The event order includes the room and food catering. Attendees will purchase alcohol on their own from the venue. The venue is ideal in location about two blocks from the Denver Convention Center.

The American Veterinary Medical Association (AVMA) represents more than 88,000 veterinarians working in private and corporate practice, government, industry, academia, and uniformed services.