

## How to Create a Pre-Approval Report for Reception & Entertainment

This report should be done under your department's profile or "SU Student" user for a student event. Please refer to the Reception & Entertainment Procedure for guidelines regarding the expenditure of university funds for the purchase of goods and services. For purchases on Galloway campus, you must upload an approval email from Chartwells. The pre-approval must be completed and approved BEFORE the event takes place.

- 1) Once logged into Chrome River, click on the **+Create** button in the upper right-hand corner of the Pre-Approval Report page.

7) Input the dollar amount in the Estimated Amount field, include a description of what the amount will cover, and click Save.

8) Click on your report name in the upper left-hand side and that will bring up your report header on the right-side. Scroll the page down on your report header to see 0.006 f73vta3.1 (c)-41 (o)h.3 (e) (a)7.6 (t)(w)