

Attachment A

MEDICAL COLLEGE OF GEORGIA FOUNDATION, INC.

Form for Justification of Entertainment/Gift(s)

To be attached to Disbursement Request when funds are requested for food and/or beverage or gifts.

The Medical College of Georgia Foundation, Inc. is a non-profit charitable organization which qualifies for tax exemption under Section 501(c) of the IRS Tax Code. To qualify for this exemption, the Foundation must ensure that it remains in strict compliance with state and federal laws. Therefore, expenditures must benefit in a direct and substantial way the purposes of the Medical College of Georgia Foundation which are to promote the educational, research, clinical, and other programs of the Medical College of Georgia. Entertainment expenditures for purely social or recreational functions are not allowed. Expenditures for gifts for State of Georgia employees can only be justified in extraordinary situations.

Purpose (How does this expenditure benefit MCG?):

When Function Held/Gift Provided

Where Function Held/Gift Provided

Type

Number Attending/Receiving Gifts

Cost Per Person

Total Cost

ATTENDEES (By Name)

A. MCG PERSONNEL

B. OTHERS/AFFILIATION

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

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Signature

(Date)

Department/Division