

# MEDICAL COLLEGE *of Georgia* FOUNDATION



## Attachment A: Justification of Meals & Entertainment

The Medical College of Georgia Foundation, Inc. is a non-profit charitable organization which qualifies for tax exemption under Section 501(c)(3) of the IRS Tax Code. To qualify for this exemption, the Foundation must comply with state and federal law. Therefore, qualified expenditures must demonstrate a direct and substantial benefit to the initiatives of the Medical College of Georgia. This form must be submitted with any and all check requests when funds are requested for food, beverage, or entertainment.

### Event Details

|                |       |          |       |
|----------------|-------|----------|-------|
| Type of Event  | _____ | Location | _____ |
| Total Cost     | _____ | Date     | _____ |
| # of Attendees | _____ | Time     | _____ |

### Description of Business Purpose and Benefit to the Institution

#### Name of Attendee

#### Relationship to the Institution

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### Department Authorization

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Signatory

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Date

\_\_\_\_\_  
Print Name