

State Administrative & Accounting Manual

(SAAM) 10.10.55

Justification for Use of Non-State Facility

“When meeting or conferences are necessary, agencies must give first preference to locations at state or other public (e.g., local government) facilities.”

Date: _____

Name: _____ **Department:** _____

Phone Number: _____ **E-mail:** _____

Event: _____ **Event Dates:** _____

Event Location: _____

- **What is the purpose and objective of this meeting?**

- **What is the name of the organizations or persons expected to attend and an estimate of the attendance?**

- **What is an estimate of the anticipated cost to the state to include travel costs of travelers?**

- **Identify state facilities considered for this event, if any.**

- **Provide an explanation why state owned or other public owned barrier-free facilities cannot be used.**

Signature of Authorizing Official* _____

Date: _____

Printed Name: _____

Title: _____

**Authorizing Official = Dean, Chair, Director or Assistant thereof*