



## Checklist for Concept Approval

Please have the following documents in .pdf format before you begin a Service Now (SNOW) ticket for Concept Approval.

☐ **Estimate from the Vendor**

- Must contain a line item for Labor

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**Correct Wording:**

**5 cooks      8 hours each cook      \$31.15      Grand Total: \$1,246.00**

**Incorrect Wording:**

**Labor      \$2500**

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☐ **Justification Memo from the Service Department**

☐ **Event Information**

- Date
- Time
- Location
- Department Information