

Temple University Libraries  
Faculty Luncheon Reservation Request Form

Use and Limitations: For FY 2012-2013 the University Libraries will pay through non-ten (annual giving) funds for subject specialists or other library staff as appropriate to host Temple University faculty members at luncheon at the Diamond Club on Main Campus to encourage and facilitate discussion of collection development or curricular instruction/assessment in subject or functional areas for which the staff member is responsible. Individual faculty may not be hosted more than twice in a semester.

Payment is direct to the Diamond Club by advance reservation only, not reimbursement. Submit form through your supervisor to Marianne Moll, Paley M136.

Date Submitted: \_\_\_\_\_ (min 5 working days in advance of luncheon)  
From Staff Member(s) :

Faculty Member(s):

Discipline or Dept:

Date and Time of Luncheon:

Purpose:

Supervisor Recommends:

Date:

FOAPAL:  517313 25010 04  other

Approved  Not Approved

By:

Reservation made by:

Date:

Confirmed to Requestor by:

Date: