

Colorado State University
Authorized Business Function Form



WHO attended the event. List names (if more than ten, list the number and categories (for example "15 students and 20 faculty members"))

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____

Who - Please note the name listed on the card. _____
What - Please note the name of the event. _____
When - Please note the date(s) of the event. _____
Where: Please note where the event was held. _____
Estimated Cost: Please provide your best estimate. _____

Personal Card Used
Procurement Card Card Used

What was the expense:

- Breakfast
- Coffee Services
- Snack
- Other _____
- Lunch
- Entertainment
- Dinner
- Hors d'oeuvres
- Event Registration (CSU hosting)
- Facility Rental

Why was the event held:

- Working meeting
- Training/Prof Development
- Student/Guest hospitality
- Employee Recruiting
- Student Recruiting
- Promotion and Advancement
- Recogniton events
- Educational outreach (including students)

Are alcoholic beverages served?
 Yes No
Acct#: _____
Gift Funds: 6430000-6499999
Auxillary Funds: 2602000-2799999
(Use object code 6650)

How did this expense benefit the University:

Authorized Business Function Approver Signature Account Number Date