

# HOSPITALITY DOCUMENTATION FORM

Name of Function: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Purpose/Justification of Function: \_\_\_\_\_

## Number of Attendees:

# of Students \_\_\_\_\_ # of Faculty \_\_\_\_\_ # of Staff \_\_\_\_\_ # of Guests \_\_\_\_\_

## Names of Attendees

- If 20 or less, you must list individual names on this form.
- If over 20, you must attach a separate list of attendees.

\_\_\_\_\_ **The function is open to the public and no registration or sign in sheet is available.**

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

## Approvals:

Function Representative \_\_\_\_\_  
Signature

Employee recognition or training? \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, PC level Signature

*This form must be attached to all requisitions and/or PCard receipts referencing the following account codes:  
H139XX Promotional, H148XX Hospitality, and H168XX Student (Activities) Hospitality*

**Revised February 17, 2021**