

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 \_\_\_\_\_

When - Please note the date(s) of the event. \_\_\_\_\_

Where: Please note where the event was held. \_\_\_\_\_

What was the expense:

- Breakfast
- Coffee Services
- Snack
- Other \_\_\_\_\_
- Lunch
- Entertainment
- Dinner
- Hors D'oeuvre
- 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

\_\_\_\_\_  
Date