

Colorado State University
Biology Department
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'oevres
- 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Acct#: _____ Gift Funds: 6430000-6499999 Auxillary Funds: 2602000-2799999 (Use object code 6650)
--

How did this expense benefit the University:

Account number to charge _____

Authorized Business Function Approver Signature

Date