**Authorized Business Function Form**

**Requested By:****Department:**

**Who will be attending the event. List names (if more than 10, list the number and the categories (for example, “15 students and 20 faculty members”).**

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

**When: Please note the day of the event**.

**Where: Please note where the event is being held.**

**What is the expense:**

[ ]  Breakfast [ ]  Lunch [ ]  Dinner [ ]  Event Registration (CSU-Pueblo Hosting)

[ ] Coffee Services [ ]  Entertainment [ ]  Hors D’overes [ ]  Facility Rental

[ ]  Snack [ ]  Other

**Why is the event being held:**

[ ]  Working Meeting [ ]  Training/Professional Development Are Alcohol Beverages served?

[ ]  Employee Recruiting [ ]  Student Recruiting [ ]  Yes [ ]  No

[ ]  Student/Guest Hospitality [ ]  Recognition Events Acct#:

[ ]  Educational Outreach (including students) Can only be used with authorized

 “64 Accounts”

(Use Object Code 6650)

**How does the expense benefit the University**?

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**Acct# to be charged:** **Estimated Cost:**

**Authorized Business Function Approver Signature Date**

**VP or President Signature if over $250 Date**

**President Signature required (if alcohol beverages served) Date**