**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”).**



**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**