

Hospitality Documentation Form

This form must accompany all purchases for events where hospitality expenses were incurred. Those expenses would include food, non-alcoholic beverages and entertainment of a guest relating to university business. *(Attendees' first and last names must be included with this form)*

Event Information

Name of Event

Date of Event

Business Purpose/Justification of Event

Number of Attendees

Location of Event

Attendees

Vendor Information

Vendor Name

Vendor Address

Purchase Information

Quantity	Description	Amount
	Total Purchase Amount	

Function Representative Signature & Date

Agency Head/Designee Signature & Date