

### Student Activity Form

This form must accompany all expenses related to activities, programs or events for Shepherd University students. **(This includes activities sponsored by the University AND those sponsored by student groups/organizations.)** The form should also be used to support expenses pertaining to student group/organizations meetings. **A list of attendee names and an advertisement of the event must accompany 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
	<b>Total Purchase Amount</b>	

\_\_\_\_\_  
Function Representative Signature & Date

\_\_\_\_\_  
Agency Head/Designee Signature & Date