

California State University, Stanislaus

Food & Beverage/Community Relations Event Approval Form

In order to comply with ICSUAM Policy 1301.00 Hospitality (revised date 9/1/18)

Department Name:

Requestor's Name And Title:

Requestor's Phone:

	Fund	Deptid	Account	Program	Project	Class
Chartfield String:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Expense (e.g.: breakfast, lunch, community event):

Estimated Total Cost:

Est. Cost Per Person:

Vendor's Name:

Date of Event:

Location of Event:

Business Purpose:

List of names, titles, affiliations of event participants:

Provide explanation of benefit received by the University from event:

APPROVED BY (Signature required by Dean, AVP/Equivalent Level or Vice President):

Name (printed):

Name (signature):

Title: Date:

Please note that Food & Beverage or Attendance at a Community Relations Activity (involving tickets for food) must be approved prior to the date of the event. **Campus President (or designee) approval required if hospitality includes recreation, sporting, or entertainment events or expenditures for a spouse, domestic partner or significant other's attendance.**

Please attach this form to the original, itemized receipt when submitting for reimbursement or payment.