

EVENT INFORMATION

Name of Event

Date of Event

Location of Event

ATTENDEES INFORMATION

List of Attendees (Must include full name and title for all attendees below or attach list to this form)

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Number of Attendees: Average Cost Per Person: Total Cost: **JUSTIFICATION**

Purpose of event and purchase (explanation should explicitly describe the benefits to the university and/or auxiliary):

SIGNATURE

I certify that the following expense is necessary for the conduct and operation of university and/or auxiliary activities. I have outlined the specific benefits to the university and/or auxiliary above, and certify that this expense is in compliance with the Foundation's Community Relations Policy and ICSUAM 1301.00.

Authorized Account Signer

Signature

Date