

Event Detail Form

This completed form must be attached to all student event related PCard Transactions. All receipts submitted must clearly indicate the supplier, date, and amount. In addition, meal and beverage receipts should detail what was ordered. Attach all receipts with this form.

Event Details:

Event Name:	
Organizer Name:	
Who is the event for:	
What was purchased:	
When is the event:	
What is the purpose of the event:	
Where is the event located:	

Notes: _____

Worktag:	Unit Number	Cost Center Number	Program – Project – Grant – Gift Number

Certification: I certify that all charges made were Student Activity and not hosting.

--

Authorize Signature:

Assistant Director or higher authority