

AUTHORIZATION AND DOCUMENTATION FOR
BUSINESS MEALS, COURTESIES, HOSPITALITY, AND OTHER FUNCTIONS

Documentation required by I.R.S. regulations:

Date and time: _____ Amount: \$ _____

Name of place: _____ Location: _____

Reason and business purpose: _____

Number of Participants: _____

Name, title, occupation, or other information relative to all participants, sufficient to establish their relationship to the host and this function. For large functions, describe the invited group in general terms in this space, and attach the invitation list and program description if applicable.

Processing Information:

Funding: _____

Account Number and Description

Requested by _____ on _____.

Host's name and title

Date

Extension and Box #

Approved by requestor's supervisor:

Name/Title (print)

Signature/Date

If charged against a 5-ledger account, approved by O.R.A. _____

Initials

Copy 1: Controller/Purchasing--to be attached to purchase requisitions or requests for reimbursement.

Copy 2: Requester