

Date Prepared

University of Northern Colorado Official Function and Training Form

Who will be attending the function? List the names, if more than 12, list the number and categories (15 students and 20 faculty members).

WHO (indicate who is hosting the function)

WHEN (indicate the date(s) of the event)

to

leave blank if function is one-day

WHERE (indicate location of event)

WHAT expenses are expected - *Describe the expense - Such as Breakfast, coffee etc included estimated expenses*

Other - be specific

WHY is this event being held -*Describe the event - such as staff meeting, recruiting, training*

HOW does this **OFFICIAL FUNCTION** benefit the University with regards to the official goals for your program (be specific)(how does this **EXPENSE** benefit the University? Such as everyone knows recruiting as an event helps the University locate quality students and employees. HOW the dinner provided a necessary benefit towards achieving the goals of the University.)

FOAP(A) *Fund* *Org* *Account* *Program* *Activity Code (if needed)*

Official function approvers

Signature Date Authorized Official Function Representative
This signature is approving the function

Signature Date Authorized FOAP(A) signature

Signature Date Authorized FOAP(A) signature

[Official Function and Training Procedure](#)

Official Function and Training Form

Created 10/12

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