

University of Northern Colorado
Official Function Documentation Form

Complete and attach to all PCard transactions pertaining to this Official Function. FOAP and AVP/Dean (or delegate) signatures required for one-time events exceeding \$250 and all blanket requests.

Function Type: One-time Blanket Maximum Allowable Expense: _____

Number of Allowable Events: _____ Maximum Allowable Expense per Event: _____

Who will attend the function? List the estimated number of attendees as follows:

Students: _____ Faculty: _____ Staff: _____ Other: _____

WHO: Event contact/host name. _____

WHEN: Indicate the date(s) of the event(s). _____ to _____

WHERE: Indicate the location(s) of the event(s).

WHAT expenses did you have – *Describe the expense, such as Breakfast, coffee etc.*

WHY was this event held – *Describe the event, such as staff meeting, recruiting, training.*

HOW did this official function benefit the University with regards to the official goals for your program (be specific).

_____	_____	_____	_____	_____	_____
Fund	Org	Account	Program	Activity	Amount
_____	_____	_____	_____	_____	_____
Fund	Org	Account	Program	Activity	Amount

FOAP Approver

Dean/AVP Approver (or delegate)