Hosting or Business Event Documentation Form

NOTE: UW faculty and staff travel-related meals or lodging are NOT permitted on a UW procurement card, except as noted in the procurement cardholder procedures manual.

Cardholder Name:			
Purpose of the Event: Hosting ○ Business Related Meeting ◉			
Vendor Name:			
Date of Event:		Total $ Amount:	
☒ Mark "X" if the event is Open to the General Public. If so, specific listing below is not required.			

List of Attendees: Attach Pg 2 if more space is needed	Faculty/Staff	Student	Non-University
_____	◉	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○
_____	○	○	○

Contact Person: _____

Contact E-mail: _____

Contact Phone #: _____

Print Form

Cardholder Name: _____

Contact Person: _____

Contact Email: _____

Contact Phone: _____

Print Form

Revised 5/07/09