

## Event Detail Form

This completed form must be attached to ~~all~~ event related PCard Transactions. All receipts submitted must clearly indicate the supplier, ~~date,~~ 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: \_\_\_\_\_

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

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

Authorize Signature: