

## Colorado State University Authorized Business Function Form

Who attended the event. List Names (if more than ten, list the number and categories (for example "15 students and 20 faculty members"):

When: Please note the date(s) of the event:  Where: Please note where the event was held:  What was the expense:  Breakfast Lunch Dinner Event Registration (CSU hosting Coffee Services Entertainment Hors d'oeuvres Facility Rental Snack Other  Working meeting Training/Prof Development Student/Guest Hospitality Employee Rerequiting Student Recruiting Promotion and Advancement Recognition Events Educational Outreach (including students) Team Building  How did this expense benefit the University:		1						
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