



GREAT FALLS COLLEGE MSU APPROVAL OF ENTERTAINMENT

See Policy 508.1 for appropriate entertainment expenditures.
Request must be approved prior to the date of the event.

REQUESTOR: _____ DATE: _____

- Educational Expenses: Light refreshments or meal served during seminars, workshops, professional meetings, or conferences. (Account Code 62809)
- Entertainment: Light refreshments or meals during a visit by an invited guest(s), receptions, or special ceremonies. (Account Code 62824)
- Recruiting: Light refreshments or meals provided during visits by prospective employees or position candidates. (Account Code 62826)
- Grant and Contract Seminar Expenses: Light refreshments or meals provided during grant and contract seminars. (Account Code 62826)
- Internal administrative meetings directly concerned with the welfare and objectives of the campus. (Account Code 62817)

Permission is requested to use from index _____ for official entertainment as follows:
(Index #)

EVENT: _____

DATE OF EVENT: _____ FOR: _____
(Refreshments/breakfast/lunch/dinner)

OFFICIAL HOST: _____ AMOUNT REQUESTED: _____
(\$30.00 or more)

NAME OF GUEST(S)
OR GROUP: _____

NUMBER ATTENDING: _____ AND _____
(Other Units, Etc.) (GFC)

Requestor Signature **Date**

Supervisor Signature **Date**

CEO/Designee Signature **Date**

Grant Approval, if required **Date**

After approval, return form to the requestor.

REQUESTORS: This approval **must** be attached to each of your event receipt submission forms.
(Purchasing Card Receipt Submission and/or Requisition Orders)