

**MIAMI UNIVERSITY
HOSTING DOCUMENTATION FORM**

RES#: _____

This form must be completed when charging a departmental account for hosting at University facilities. It may be used as an attachment to Limited Purchase Orders or Requisitions.

DATE OF FUNCTION: _____

LOCATION: _____

DEPARTMENT: _____

NUMBER OF ATTENDEES:

_____ FACULTY/STAFF

_____ STUDENTS

_____ OTHER

DESCRIPTION OF MEAL:

- BREAKFAST
- LUNCH
- DINNER
- OTHER (SPECIFY)

NAMES & BUSINESS RELATIONSHIP

IF LARGE GROUP,
NAME _____

BUSINESS PURPOSE: (Check appropriate box & provide details)

STAFF RECOGNITION

CONFERENCE

(Conference Name)

SEMINAR SPEAKER
(Name) _____
(Topic) _____

PROSPECTIVE EMPLOYEE
(Name) _____
(Position) _____

STUDENT RECRUITMENT ACTIVITY

(Purpose)

STUDENT ACADEMIC
ACHIEVEMENT

(Purpose)

OTHER _____

_____ 153031 University Guests

_____ 153011 Student Hospitality

_____ 153021 Staff Hospitality

(Index) (Account)

AUTHORIZED SIGNATURE _____