



**GREAT FALLS COLLEGE**  
MONTANA STATE UNIVERSITY

# GREAT FALLS COLLEGE APPROVAL OF HOSPITALITY

*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)
- Program Expenses: Food purchased for a community cupboard or food pantry (Account Code 62208)
- 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: \_\_\_\_\_  
(\$50.00 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 requestor.*

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