



**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: _____
(\$100.00 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)