



Campus Club Form

Chemistry Department

This form is required for all departmental use at the Campus Club.

Receipts must be submitted to the office after the event.

Please review University and Department policies on Group Meals and Hospitality Expenses.

Return completed form to Purchasing Specialist in 141 Smith Hall to obtain Campus Club cards.

Date of Event: _____

Budget to be charged: _____

Host of Event: _____

Name of guest: _____

Type of Event: ☐ Speaker Luncheon

☐ Recruiting: ☐ Faculty ☐ Postdoc ☐ Graduate Student

☐ Other (Please provide complete business purpose, use additional pages if necessary): _____

_____.

Type of Expense: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Bar

Attendees and their business relationship to the University (employees, alumni, donor, occupations or their titles).

For Chemistry Finance and Payroll Services use only.

of Cards _____ Total Cost: \$ _____

JE#: _____