

**MIAMI UNIVERSITY
HOSTING DOCUMENTATION FORM**

RES#: _____

This form must be completed when charging a departmental account for hosting at University facilities. It may also be used as an attachment in Buyway and for JV's, credit cards, direct pays, & purchase orders.

1 DATE OF FUNCTION: _____ **2** LOCATION: _____

3 DEPARTMENT: _____ **4** NUMBER OF ATTENDEES:
 _____ FACULTY/STAFF
 _____ STUDENTS
 _____ OTHER

5 DESCRIPTION OF MEAL: **6** NAMES & RELATIONSHIP TO MIAMI UNIVERSITY

- BREAKFAST
- LUNCH
- DINNER
- OTHER (SPECIFY) _____

 IF LARGE GROUP,
 NAME _____

7 PURPOSE: (Check appropriate box & provide details)

- | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> STAFF RECOGNITION _____ | <input type="checkbox"/> CONFERENCE _____ (Conference Name) |
| <input type="checkbox"/> SEMINAR SPEAKER (Name) _____ (Topic) _____ | <input type="checkbox"/> PROSPECTIVE EMPLOYEE (Name) _____ (Position) _____ |
| <input type="checkbox"/> STUDENT RECRUITMENT ACTIVITY _____ (Purpose) | <input type="checkbox"/> STUDENT ACADEMIC ACHIEVEMENT _____ (Purpose) |
| <input type="checkbox"/> OTHER _____ _____ _____ | |

8 _____ 153031 University Guests
 _____ 153011 Student Hospitality
 _____ 153021 Staff Hospitality
 (Index) (Account)

9 ABOVE INFORMATION PROVIDED BY _____
 DATE _____