Glenville State University Hospitality Form	Requisition #		Version #	
	Assigned by the Business & Finance Office			

Request Information		Vendor Information	
Date		Name	
Requestor		Contact	
Unit		Phone #	

Event Information	
Date of Event	
Name of Event	
Place of Event	
Number of Attendees	
Type of Attendees	Faculty Staff Student Guest Job Candidate Job Committee Recruit Entertainer BOG Member
	Other (List or Describe)

Purpose of Event	

Order Information – Attach Supporting Documentation				
Vendor Name	Description	Quantity	Unit Price	Extended Price
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			Total	$0.00

Funding Information						
Sub-Fund	Unit	Object	Sub-Object	Program	Function	Amount

Select an Order and Payment Method – Contact the Procurement Office if you need assistance.	
Select	
Name of the Person Who will pay for the Order	

Title	Unit Approval Signatures	Date
Dept Head or Director		
Area Vice President		
Grant Office		
Office of Technology		
Title	**Executive Approval Signatures**	**Date**
President		
Controller		

Approved. Order may be placed and/or paid for. δ Not Approved. Do Not place or pay for Order.	CFO-CPO		