

# INDIANA UNIVERSITY SOUTHEAST HOSPITALITY PAYMENT FORM

SUBMIT TO ACCOUNTING SERVICES TWO WEEKS PRIOR TO THE EVENT UNLESS RECEIPTS ARE REQUIRED

1. Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Event Location: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

2. Attendance Information

# of IU Faculty: \_\_\_\_\_ # of IU Staff: \_\_\_\_\_ # of IU Students: \_\_\_\_\_  
# of NonIU Individuals: \_\_\_\_\_ Affiliation with IU:  Alumni  Community  Parents  Other \_\_\_\_\_

3. Please select an event type.

FYS Social  Popcorn Fund  Candidate Recruitment

FYS SOCIAL Class Number (i.e. COS 104): \_\_\_\_\_ Section Number: \_\_\_\_\_

\*Faculty may request up to \$\_\_\_\_\_ per class section. ITEMIZED BY DATE APPROVED (THE KFC BAN) \$600 per class for 60 students

\_\_\_\_\_  
Name of Requestor

\_\_\_\_\_  
Department/School

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

FOR ACCOUNTING USE ONLY

\_\_\_\_\_  
Signature of Approver

\_\_\_\_\_  
Date

ACCOUNT: 0850514 SUBACCOUNT: \_\_\_\_\_ SUBOBJ CODE: \_\_\_\_\_