

# MARSHALL UNIVERSITY

## REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FUNCTION SPONSOR \_\_\_\_\_

LOCATION OF FUNCTION \_\_\_\_\_

DATE(S) OF FUNCTION \_\_\_\_\_

**PURPOSE/JUSTIFICATION OF FUNCTION:**

**VENDOR NAME \*\*:** \_\_\_\_\_

**ENCUMBRANCE / P.O.# (if applicable)** \_\_\_\_\_

\*\*Sodexo America LLC is the sole food service provider for all Main MU Campus events unless an exception is requested and approved by the Sr. Vice President for Operations/Chief of Staff.

Signed \_\_\_\_\_ Date \_\_\_\_\_

APPROVED  DENIED

**ESTIMATED EXPENSES**

FOOD AND BEVERAGE \$ \_\_\_\_\_  
MEETING ROOM \$ \_\_\_\_\_  
EQUIPMENT RENTAL \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**AUTHORIZATION FOR THE ABOVE FUNCTION**

By: \_\_\_\_\_  
FUNCTION SPONSOR SIGNATURE

\_\_\_\_\_  
DATE

By: \_\_\_\_\_  
DEAN/DIRECTOR/CHAIR SIGNATURE

\_\_\_\_\_  
DATE

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### PURPOSE – JUSTIFICATION Examples

Examples include, but are not limited to:

Permissible events include	Non permissible events include
Non-routine event hosted by a department and specifically planned such as: <ul style="list-style-type: none"><li>• Conference participants</li><li>• University standing committee participants</li><li>• Seminar /Workshop/Training Participants – Non-Reoccurring</li></ul>	Group entertainment/events such as: <ul style="list-style-type: none"><li>• Routine Training Events</li><li>• Employee Recognition / Awards</li><li>• Holiday /Going Away /Birthday /Promotion Parties</li><li>• Baby Showers/Retirement Parties/Anniversaries</li><li>• Tailgate Parties</li><li>• Regular classroom sessions</li><li>• Spending Unit meetings</li></ul>
Applicant/Candidate meetings	
Consultant/ Vendor meetings for non-routine business purposes	
Student Activities / Orientation / Counseling or Mentoring Sessions	
University Declared Emergencies where employees must work outside the normal operating hours and food must be brought in	Emergency shall not be used for hardship resulting from neglect, poor planning, or lack of organization.

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## Hospitality Event Attendee Sign-in Sheet

FUNCTION ATTENDEES  
List the attendees 901 ID#s, when applicable; names, and affiliation.

#	901#	Name	Affiliation
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