

FSC Documentation *required* for all Official Functions

An *official function* is a meeting, meal, or other function that is hosted by an *organizational unit*, attended by guests and/or *associates or employees*, and held for *official university business*. All *official functions* must comply with the Administrative Policy Statement Propriety of Expenses and the PSC Procedural Statement (PPS) Sensitive Expenses.

[PSC Procedural Statement for Official Functions](#)

Please provide all attendees and relationship to the University

For up to 10 attendees: list names and relationships, e.g. Chris Jones (faculty member); Mary Doe (employee recruit)

Name	Relationship	Name	Relationship
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For more than 10 attendees: list number of individuals and describe the relationship, e.g., 10 Students, 10 Faculty, 5 Staff.

# Attending	Relationship
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