

**University of Northern Colorado  
Official Function Documentation Form**

Who attended the function? List the names, if more than 12, list the number and categories (15 students and 20 faculty members).

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**WHO** (indicate who hosted the function) \_\_\_\_\_

**WHEN** (indicate the date(s) of the event) \_\_\_\_\_ to \_\_\_\_\_ (*leave blank if function was one-day*)

**WHERE** (indicate location of the event)

**WHAT** expenses did you have – *Describe the expense, such as Breakfast, coffee etc.*

**WHY** was this event held – *Describe the event, such as staff meeting, recruiting, training*

**HOW** did this official function benefit the University with regards to the official goals for your program (be specific).

**OTHER – be specific**