



## Hospitality Authorization Form

University Accounting Services  
Accounts Payable  
3801 W. Temple Avenue, 121-East-2nd Floor-2160 | Pomona, CA 91768  
Email: cpp-ap@cpp.edu

Required for all hospitality related expenses including, but not limited to, hosting, food and beverages, gifts, and promotional items.

### I. Hospitality/Event Description

Name of Event Host: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Description/Title of Event or Program: \_\_\_\_\_

Location/Venue of Event or Program: \_\_\_\_\_

Attendee Type:  Student  Faculty/Staff  Recruitment Candidate  
(Choose all applicable)  Donor  Visiting Professor/Staff  Prospective Students  
 Other (please describe) \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

### II. Explanation of the Business Purpose of the event.

### III. Describe the hospitality provided. (e.g. catering of meals or light refreshments, awards, promotional items, etc.)

### IV. Identify the section of the CPP Hospitality Policy that applies to the event and state why it is allowable.

### V. Requestor Acknowledgement

I certify that the above statements are true. Additionally, I have read and understand the CPP Hospitality Policy and I certify that the event serves a clear university business purpose, with no personal benefit derived by the official host or other employees, and that the expenses are cost effective and in accordance with the best use of public funds.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

### VI. Authorization (To be completed by the Authorized Signor for the Chartfield prior to the event or incurring the expense.)

#### Comments:

\_\_\_\_\_  
Approving Authority's Printed Name (Authorized Signor)

\_\_\_\_\_  
Approving Authority's Approval Signature (Authorized Signor)

\_\_\_\_\_  
Date