

**GADSDEN STATE COMMUNITY COLLEGE
DOCUMENTATION**

You may complete this form in order to provide documentation or forward information that you have such as memorandums or agendas.

Documentation is required when the following items are requested by the purchase order system or purchased through petty cash: food and related supplies for use in meetings, classes, or other events; speakers; promotional items; plaques or awards; travel.

Vendor Name: _____

The Event is: _____

1. Business Purpose of Event: _____

2. Who will Attend or Recipient of Promotional Item or Award (Specific Names or Name of Group):

3. When the Event will be Held: _____

4. Where the Event will be Held: _____

NOTE: When food is not purchased from the George Wallace Drive Cafeteria, a statement (signed by the Cafeteria Manager) that the food was not available at the cafeteria is required.

NOTE: The College is unable to purchase plaques or awards recognizing an employee.

Send documentation to the Purchasing Agent when a purchase order is requested. The Purchasing Agent is unable to approve a purchase order until the documentation is received.

When the invoice is submitted to the Accounts Payable Office for payment, send an accurate list of the names of the persons (item 2 above). A sign-in sheet can be used to obtain a list of names. For an event as large as graduation, a sufficient list of names of persons in attendance would be "graduates, graduates guests, faculty," and the names of scheduled speakers.

Send documentation with petty cash vouchers when reimbursement is requested from the Business Office.

9/01