



Santos Manuel  
Student Union

CAL STATE SAN BERNARDINO

Date \_\_\_\_\_

## SMSU Hospitality for Work Purposes Approval Form

Event name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Start/Stop Times of Event Support: \_\_\_\_\_  
(include set-up/ prep time, event, breakdown or cleanup time, etc...)

Start/Stop Times of Actual Event: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Description of Event & Hospitality:  
(type of food, vendor, number of people, cost per person, etc...)

---

---

---

---

---

---

---

If for Staff, List Staff Who Will Attend:

---

---

---

---

---

---

---

Requestor Signature/Title

Approver Signature/Title