

# Departmental Use of the Campus Club

Required by the Controller of the University of MN.

This form is required for all departmental use at the Campus Club.  
Please have this form or an equivalent on file in your department for any department charge.

Date of Event:

\_\_\_\_\_

Name of Department:

\_\_\_\_\_

EFS# to charge to:

Fund:

\_\_\_\_\_

DeptID:

\_\_\_\_\_

Program:

\_\_\_\_\_

CF1:

\_\_\_\_\_

CF2:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost amount of event:

If you use The Servery, collect and return your receipts with this form.

\_\_\_\_\_

Business discussion before/during/after the use of CC facilities:

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Name & business relationship to attendees:

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This information will meet compliance for documentation with your department and the University for any Business Meals or use of the CC for departmental business purposes.

Thank You  
Campus Club