

College of Agricultural Sciences Recognition Event

CAS department/unit name:

Name of event:

Description of event:

Date of event:

Anticipated expenses:

Anticipated revenues:

Index to cover shortfall (if necessary):

Contact name and number:

Agency Fund: 942101 Index: AGA022 Activity Code (required)

Please review the guidelines in the FIS Manual (see link below), fill out form completely, and then send form to AMBC, Hovland 108 for approval and signature by the CAS Chief Business Officer. This index is not to be used for fundraising, alumni, or social events. If you are not sure what category your event falls into, please contact your AMBC accountant. All revenues and expenses must be recorded within 90 days of the event.

<http://oregonstate.edu/dept/budgets/FISManual/FIS102.htm#add>

Unit Head Signature

Date

For AMBC Office only

Approved _____

Disapproved _____

Reconciled Initials _____ Date _____