

# California State University Fresno

## Direct Pay & Hospitality Approval Form

Date: 02/12/2024

Check one:  Employee  Student  Supplier  Travel Supplier

Payee Name: John Doe

ID#: 12345678

Address: 12345 ABC Way Fresno, CA 93740

City/State: Fresno, California

Zip: 93740

**Payee Certification:**

I certify that this is a true and just invoice for which payment has not been received.

Signature \_\_\_\_\_

**Description of Expenditure:**

Entry fee for judging contest at ABC Exhibition

**Membership Justification:** (Explain purpose or benefit to the University)

**Food/Hospitality Justification:** (Explain how this expenditure will benefit the educational mission of the University)

Date of Expenditure: 01/05/2024

Event/Function Name:

Location:

Off Campus Attendees:

**Special Instructions to Accounts Payable:**

**Department Must Complete**

Contact Person	Phone #
Dolly	(559) 278-0000
Department Name	MS
Academic Affairs	
Amount	
90.00	
Authorized Name (Print)	Authorized Name Signature
Approval Signature	
Provost/V.P. (Retreats must be approved by Provost or V.P.)	
Procurement Signature	Financial Aid (if applicable)

**Accounting Only**

Group #		Voucher
Payee / Loc#		Invoice Date
Invoice #		
Amount		Due Date
Use Tax	Corp / 1099	
Check Date		Check #
Comments		

**PeopleSoft Chartfields**

Account	Fund	Department	Program	Class	Project	Amount
606001	00000	12345		41234		90.00

**Attach only one invoice per Direct Pay & send to Accounts Payable @ JA 58**



# ABC Palace

**Exhibitor Activity**

**Wednesday, February 7<sup>th</sup> – 8<sup>th</sup> 2024**

**John Doe**

Activity	Date	Category	Entry#	Description	Amount
Entry Fee	02/07/2024	Judging Contest	2711	Student Entry	45.00
Entry Fee	02/08/2024	Judging Contest	2712	Student Entry	45.00

**Total \$90.00**

**Paid Amount (\$90.00)**

**Exhibitor Entry Activity**

**Pain in full via visa ending in \*\*\*\*0000 on 01/05/2024**



# ABC Conference

## February 7-8 2024

**\$45.00 Entry Fee**

**Contact**

**Sue Mendoza**

**(602) 123-4567**

**smendoza@abc.com**