

Official Function Form Process

Complete an Official Function Form
Fill in boxed in areas only



Submit to Student Life at least 2 weeks prior to Event.
You can hand deliver to the Student Life office at either campus, or email to Traci. You will receive an email confirmation once we have received your form.



Are you making a purchase?

Yes

No



How are you paying for the purchase?



Student Life
Purchase Card

Invoice

Advisor
Purchase Card

Paying with own
money

Complete the Student Life
[Credit Card Request Form](#)

Once invoice is received, submit to Traci, along with list of attendees

Work directly with Advisor to purchase items.

After the event/activity, submit a list of attendees to Traci

Submit receipt, list of attendees to Traci

Note:
No tax will be reimbursed

After the event/activity, submit a list of attendees to Traci

An official function form needs to be filled out for any activity that is held on campus that is not a regular meeting. Examples: events, movie screenings, workshops, speakers, etc.

After the event/activity, send a list of attendees to Traci at traci.fielden@ccaurora.edu

Please Note:
Final processing of paperwork will not happen until Traci receives all needed information within 4 days of your event/activity.
Failure to provide information by the time requested could halt the planning of your organizations next function.