

ERG Event & Purchase Forms

Event / Purchase Forms	Hospitality Justification Form (Select the clickable link)	Guest List (attach to the Hospitality Justification Form)	Catering Waiver (Select the clickable link)	Invoice	Special Lecturer Payment Request. To be completed by the vendor prior to event (Select the clickable link)
Guest Speaker	✓	✓		✓	
Luncheon	✓	✓	✓	✓	
Merchandise from a Vendor	✓			✓	
Food & Drink Catering Vendor	✓		✓		
Meet Up/Party	✓	✓			
Workshop/Seminar	✓	✓			

Description of Forms:

Hospitality Justification Form is required for all hospitality expenditures such as meals, entertainment services, promotional gifts, etc. Please complete **two weeks** prior to the event.

Catering Waiver: If you are planning to have food serviced by anyone other than SDSU catering please fill out the catering waiver form **two weeks** prior to the event.

Supplier Form: If a vendor or guest lecturer has not provided services at SDSU they must complete a supplier information form at least **two weeks** prior to their event. To receive a form please email apsupplier@sdsu.edu to request a new supplier setup or update existing supplier information.

Guest Lecturer Payment Request: If you are planning to have a guest lecturer speak at your event a Special Lecturer Payment Request form must be completed **two weeks** prior to the event.

Please wait to receive and email with a summary and approval for your requests.

Once you have received approval on all necessary forms and your ERG would like to request funding for an event and/or purchase, please follow these steps here: [Event/Purchase Request Form.](#)