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## EVENT/GIFT PURCHASE AUTHORISATION FORM.

### Date

Day/Month/Year:

### Purchaser Information

Name:  
Position:  
Campus Location:

### Purchase Information

Vendor Name:  
Expected date of purchase:  
Expected Amount:

### Recipient/s Information

Team/Team member Name:

### Description of Event/Purpose for catering and or gift

### Confirmation

I confirm that the catering and or gift/s purchased received will be used solely for the intended purpose listed above, and I agree to distribute the Gift/s to the recipient/s within 60 days of purchase or receipt of payments.

**Purchaser's Signature:** **Date:**

### Authorisation

I hereby authorise the use of company funds to purchase catering and or gift/s for the intended purpose listed above. Under the Board approved delegations schedule the General Manager has authority to approve the issuance of credit cards, general expenditure up to \$5000 and Entertainment up to \$1000.

**General Managers Signature:** **Date:**

**Manager Notes:**