

# GEORGIA SOUTHERN UNIVERSITY COOPERATIVE ORGANIZATIONS INSTRUCTIONS FOR CERTIFICATION FOR BUSINESS USE OF EVENT TICKETS

*Please use the following instructions to properly fill out the Certification for Business Use of Event Tickets form. Required fields are outlined in red on the form.*

**Requested By:** Enter name, title, phone, and PO Box of person filling out the form.

**Person & Title/Department who Purchased :** Enter name & title of the person who purchased the tickets. If a department purchased the tickets, please list the department name.

**Event Name:** Enter the name of the event attended.

**Event Date:** Enter the date of the event attended.

**Number of Tickets/Date/Amount :** Enter the number of tickets purchased, the date of purchase, and the cost of the tickets.

**Foundation Account Name:** Enter name of Foundation account (project) this ticket purchase is associated with (e.g. Academic Success Center).

**Foundation Account #:** Enter number of foundation account (project) this payment is associated with. (e.g. GS0133). This consists of the two-digit alpha character (AF for Athletic Foundation, AS for Armstrong Foundation, or GS for Georgia Southern Foundation) plus the four-digit account (project) code.

**University Related Business Purpose:** Enter a brief description of the university related business purpose of the event.

**Season Tickets Y/N:** Please select "Yes" if season tickets were used, or "No" if season tickets were not used. If season tickets were used, please submit a Certification for Business Use of Event Tickets after each home game.

**List of Attendees Using Tickets:** Please list the names of attendees in the **Names or Defined Group Guest List** column, and select the corresponding description for each attendee in the **Relationship to University** column. If additional space is needed please attach a separate sheet with the additional names and their relationship to the University.

**I certify...** Please check the box to indicate that the event tickets were not used for personal purposes by any Georgia Southern University employee or family member. The use of event tickets for personal purposes is not an allowable Foundation expense, and constitutes taxable compensation according to IRS rules.

The form should be attached with the Check Request form supporting documentation.