DAAP Charge Description Form

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|---------------------|--|----------|--------|
| Attach Receipt Here | Individual Responsible: | | |
| | Purpose of Entertainment/Meal: | | |
| | | | |
| | Date: | | |
| | Place: | | |
| | Account to Charge: | | |
| | | | |
| | Attendees: (circle group, and list names if small group) | | |
| | Students | Visitors | Other: |
| | Faculty | Recruits | |
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| | Approval Signatu | ıre | Date |