Department of Psychology
Meeting Sign-In Sheet

The form is required for all university sponsored events where university funds have been used to purchase or will be used to reimburse for the purchase of food/beverages.

Contact Sue Wax at suewax@bgsu.edu or 2-2303 if you have any questions.

Attached detailed meeting agenda.

Name of Function:_____

Date:_____ Meeting Time: _____ Meeting Location:_____

Business Description: _____

Please Sign In:

First and Last Name	Title/Business Affiliation
EX: Freddie Falcon	Grad Student/Psychology BGSU

Please Sign In:

First and Last Name	Title/Business Affiliation