



# WASHINGTON STATE ATHLETICS OFFICE OF COMPLIANCE STUDENT-HOST EXPENSE FORM

Host's Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Prospect(s): \_\_\_\_\_  
\_\_\_\_\_

Dates of Entertainment: \_\_\_\_\_

Amount Received for Entertainment: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

I certify that \$ \_\_\_\_\_ was expended for entertaining the above-named prospect(s). Accordingly, I hereby return \$ \_\_\_\_\_, which represents the difference between the amount received and the amount spent.

<u>Items purchased</u>	<u>Location (store name, etc.)</u>	<u>Amount Spent</u>	<u>Payment Type</u> (circle one)
_____	_____	\$ _____	Host \$ PC
_____	_____	\$ _____	Host \$ PC
_____	_____	\$ _____	Host \$ PC
_____	_____	\$ _____	Host \$ PC
_____	_____	\$ _____	Host \$ PC
_____	_____	\$ _____	Host \$ PC

List all student-host expenses. Attach receipts, if available, for items purchased from student host money. Receipts for items purchased with a purchasing card should be submitted according to normal purchasing card procedures.

I also certify that, to the best of my knowledge, I have followed all institutional, conference and NCAA regulations in hosting the prospect(s), and I am not aware of any regulations that were violated during the visit.

\_\_\_\_\_  
Host's Signature Date

Receipts and unexpended money received by: \_\_\_\_\_  
Signature Date

## Processing:

Submit completed form, receipts and unexpended money to the Business Office.  
Provide copies to the Compliance Office.  
Keep copies for recruiting files.