

Arizona State University
 Memorial Union Room 182
 P.O.Box 870901
 Tempe AZ 85287-0901
 (480) 965-3406 / (480) 965-5834 FAX

Invoice

Client	Invoice Number: MU16551
JENNIFER CUSTIS	Invoice Date: 11/13/2017
COLLEGE REPUBLICANS	Due Date: 12/4/2017
MAIL CODE #3001	Event Name: REAGAN PAC EVENT
MAILBOX 012	Reservation No.: 166626
TEMPE, AZ	

Bookings / Details	Quantity	Price	Amount
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EVENT REGISTRATION FORM (Due Date: 10/3/2017)

This event requires an event registration form 30 days prior or the day of booking whichever is sooner. You will be contacted by the appropriate ASU entity if additional documentation is needed. If less than 2 weeks until your event please e-mail as directed at the bottom of the form.

<http://outreach.asu.edu/events/registration>

2 WEEK CANCELLATION POLICY (Due Date: 10/19/2017)

2 WEEKS NOTICE IS REQUIRED FOR CANCELLATION OF GOLD, COCHISE, PIMA, MOHAVE, LA PAZ ANY INDIVIDUAL VENTANA SPACE (A,B, OR C), AND UNION STAGE OR A \$40.00 LATE CANCELLATION FEE/ NO SHOW FEE WILL APPLY

Thursday, November 02, 2017

6:00 PM - 8:30 PM REAGAN PAC EVENT (Confirmed) MU 230 Pima

MU Equipment:

Misc Charges:

LATE EQUIPMENT REQUEST FEE	1	\$30.00	\$30.00
<i>JENNIFER REQUESTED 2 TABLES AND 4 CHAIRS ON STAGE DAY PRIOR</i>			

		Misc Charges	\$30.00
		Subtotal	\$30.00
		Grand Total	\$30.00

Payment can be made by cash, check, PO or by direct bill upon receipt of account number. Visa and Master Card will be accepted from Student Organizations and Off campus clients in person or by calling 480-965-5310. We are not able to accept the university purchasing card. Checks should be made out to ASU Memorial Union and can be mailed to the address listed at the top of the page or checks and cash can be brought to Memorial Union room 182M, mezzanine level. POs are issued to the vendor code MU, copies can be faxed to 965-5834 or 965-6712 or e-mailed to mubusinessoffice@asu.edu

Please reference the reservation number or invoice number when making your payment.

Thank you.