

Social Club Activity Certification and Log Form

(All sections of this form must be filled out entirely or it will be returned for completion. Submit to Procurement and Vendor Services (P2P), MS 1248)

Employee Name (PRINT): _____ Ext. _____

Department: _____ Club Name: _____

I hereby certify that I used the _____ (name of club)
 a total of _____ days. Of this total, I used the club _____ days to conduct official Boise State
 University business and _____ days for personal activities. *I understand that if this log fails to meet
 the substantiation requirements set forth by the IRS, the entire value of the membership may be treated
 as taxable compensation to me.*

Signature: _____ Date: _____

Check appropriate box for this submission:

- 1st Quarter Dec–Feb (due to P2P by 3/5)
- 2nd Quarter Mar–May (due to P2P by 6/5)
- 3rd Quarter Jun – Aug (due to P2P 9/5)
- 4th Quarter Sep – Nov (due to P2P 12/5) **OR**
- I elect to treat the entire benefit as taxable compensation. (If this box is selected, you must submit this form to P2P by Dec. 1 annually. Tax due on this benefit will be deducted bi-weekly from your paycheck over the course of the year.)**

DATE	PARTIES PRESENT	B or P*	BUSINESS PURPOSE (be detailed, i.e. “donor cultivation” not adequate)
<i>Sample</i>	<i>Joe Employee and Susan Donor</i>		<i>Met with Susan Donor, CEO of ABC Inc., headquartered in Boise, ID, for lunch to discuss progress on COBE fundraising and to solicit additional \$1 million donation from ABC Inc. for construction of new Business Bldg.</i>

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PAGE ____ (IF YOU NEED MORE SPACE, USE ADDITIONAL COPIES OF THIS PAGE AND INSERT PAGE NOS.)

Employee Name (PRINT): _____ Club Name: _____ QUARTER NO. _____

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