# GSS logo

# GSS Purchasing Description Example

Please fill the table below and send this document to the GSS treasurer. Add more rows if you have more than one purchase for a single event.

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| **Why** |
| This is for *Event Name*on 28th August at “*Location*”. **Business purpose:** It’s a retreat where new incoming and current club members get together, discuss future events and diversity-equity issues. They engage in team building activity like cooking and various games. We also do our events team election in the retreat. |
|
| **Amount** | **Where** | **What** | **When** | **Attendees** |
| $653.66 | Leonardo | Pizza | 08/28/19 | 202 graduate students  |
|  |  |  |  |  |
|  |  |  |  |  |