



Please note the following:

- One (1) form is required per event
- An event which takes place over multiple consecutive days is considered one event
- One (1) form may be submitted for multiple dates of the same event type

Requestor Info	
Full Name: Requestor Name	CSUSM Email: Requestor Email
Department: Department Putting on the Event	

Hospitality/Event Info	
Description/Title of Event or Program: Dept meets to discuss items/topics relevant to semester and work on Area F workload, requirements.	
Business purpose and benefit to the University Please explain the business purpose of this expense and the benefit to the CSU:	
Event Start Date: 02/07/2023	Event End Date: 05/19/2023
Location/Venue of Event: SBSB 1118	

Attendee or Recipient Type (Please check all that apply)	
<input type="checkbox"/> Donor	<input type="checkbox"/> Spouse or Domestic Partner
<input checked="" type="checkbox"/> Faculty, State and Auxiliary Staff, Student Assistants	<input type="checkbox"/> Student
<input type="checkbox"/> Official Guests	<input type="checkbox"/> Student Athlete
<input type="checkbox"/> Research Participant	<input type="checkbox"/> Other

Will there be Food and Beverage at this event? Yes

Please include backup documentation that includes the per person calculation for every meal.



Will there be Alcoholic Beverages at this event? No

Are gift cards part of the event? No

Hospitality Categories and Funding Information (Please check all that apply)	
<input type="checkbox"/> Awards and Service Recognition	<input type="checkbox"/> Memberships in Social Organizations (Auxiliary funding only)
<input type="checkbox"/> Bereavement Gift Expenditures	<input type="checkbox"/> Participation Incentives – Research funded survey/study or student participation in events
<input type="checkbox"/> Community Relations	<input type="checkbox"/> Participation Incentives – other (Auxiliary funding only)
<input type="checkbox"/> Donor Gifts	<input type="checkbox"/> Professional Conference, Meeting, or Reception
<input checked="" type="checkbox"/> Employee Business Meetings	<input type="checkbox"/> Promotional Items
<input type="checkbox"/> Employee Morale and Recognition	<input type="checkbox"/> Recreational and Sporting Events (Athletics only)
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Student Recruitment, Engagement, or Recognition

Chartfield Information						
Number of Chartfields: 1		<b>**If you have more than 3 Categories and/or Chartfields, please attach Excel file.</b>				
1. Payment Method: ProCard (Must be allowed per ProCard guidelines)						
	Fund	Dept	Program	Class	Project	Amount
	00000	0000		000000		\$ 987.84
Vendor(s): Panera, or similar vendors						
2. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
3. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
						Hospitality Expenses Estimate: \$ 987.84

**Required Attachments if applicable or if not previously attached:**



Please attach an agenda, flier, invitation, or event announcement and for smaller events, a list of attendees.

If this is a Catering event, please attach the Catering estimates/quotes for all expenditures and cost per person.

\*\*Please note that ALL Caterers must be selected from the [CSUSM Corporation Approved Caterers List](#).

**Reminders:**


Please make sure to choose an allowable payment method based on procedures/guidelines (e.g. Use ProCard as first option for allowable items, no Direct Pay for services, Purchase Order for services and anything with an agreement.)

Direct Pay – An approved copy of this form must be attached to the [Direct Pay Form](#)

ProCard – An approved copy of this form and the itemized receipt for purchases must be attached to the monthly reconciliation statement

If using a catering service other than Sodexo over \$250.00 a First Right of Refusal is needed from Sodexo.

If providing promotional items or participation incentives that cannot be fulfilled by the bookstore and that have a CSUSM logo, wording, lettering, or imply affiliation with CSUSM a First Right of Refusal is needed from the bookstore.

 I have read the information above and acknowledge that I have the responsibility to complete future actions

AIS Dept Meetings		
Date	Time	Who is Invited?
02/07 - 05/19/2023	12:00 PM - 1:00 PM	Faculty and staff

AGENDA			
Time	Description	Location	Room Booked
12:00 PM - 12:15 PM	Welcome/Agenda Overview	SBSB 1118	Yes
12:15 PM - 12:30 PM	Announcements/Dept Updates/News (working lunch)	SBSB 1118	Yes
12:30 PM - 12:50 PM	Area F	SBSB 1118	Yes
12:50 PM - 1:00 PM	Questions/comments/concerns/updates from faculty/staff	SBSB 1118	Yes

Event Description
Description of Event
Monthly department meetings to ensure faculty are up-to-date with what is going on in the department, with our students, and on the university. Allows faculty to have a place to come together throughout the semester to discuss topics/concerns that they are dealing with in the semester. Discussion/work of Area F requirements. This request is for the meetings throughout the entire semester. We are planning to have 4 meetings this Spring, at \$246.96/meeting. We are requesting approval for the amount for the entire semester \$987.84 in total.
Direct or Indirect Benefit to the CSU to be Derived from the Expense
Work on AB1460, employee engagement, process improvement, student success, student recruitment, student engagement, university updates.
Plan for RSVPs
Outlook invitation and email RSVPs.
What will be provided to Attendees
lunch

FOOD			
Vendor	Description	Cost Per Person	Total Cost Est.
Panera or similar vendors	Food meals/platters (amount per attendee x 4 meetings)	\$20.58	\$987.84
			\$987.84

CHARTFIELD/PAYMENT METHOD			
Fund	Dept	Amount	Payment Method
48500	1176	\$987.84	ProCard

<b>Attendees</b>	
<b>Est. Attendee Headcount</b>	<b>12</b>
<b>Attendee List</b>	

<b>Joely Proudfit</b>	<b>Department Chair</b>
<b>Eric Tippeconnic</b>	<b>TT Faculty</b>
<b>Eric Trevan</b>	<b>TT Faculty</b>
<b>John Tippeconnic</b>	<b>Lecturer</b>
<b>Stan Rodriguez</b>	<b>Lecturer</b>
<b>Seth San Juan</b>	<b>Lecturer</b>
<b>Kenneth Dyer-Redner</b>	<b>Lecturer</b>
<b>Kiana Maillet</b>	<b>Lecturer</b>
<b>Lara Aase</b>	<b>Lecturer</b>
<b>Lawrence Mojado II</b>	<b>Lecturer</b>
<b>Nicole Lim</b>	<b>Lecturer</b>
<b>Oscar Monge</b>	<b>Lecturer</b>
<b>Rodney Beaulieu</b>	<b>Lecturer</b>
<b>Laura Romero</b>	<b>Staff</b>

<b>Notes/Suggestions on Event from AC, [Laura Romero]</b>



**Expected Pick Up Time:**

2/7/2023  
11:00 AM - 11:15 AM

**Order Placed Time:**

1/26/2023 7:56 AM PST

*If you need assistance with your order please contact:*

**San Marcos - Creekside Market Place**

Cafe # 204280  
575 Grand Avenue  
San Marcos, CA 92078  
760-591-0900

Reward your team and clients to save! 10% off online Panera Gift Card purchases of \$500 or more.



**Order Details**

^ Hide Details

**Order Type:**

Pick Up

**Date:**

2/7/2023 Tuesday

**Expected Pick Up Time:**

11:00 AM - 11:15 AM

**Special Instructions:**

None

**Pick Up Address:**

575 Grand Avenue  
San Marcos, CA 92078

**Cafe Phone Number:**

760-591-0900

**Order Summary**

^ Hide Details

Qty	Description	Item Price	Amount
2	Seasonal Greens Salad <input type="checkbox"/> None	\$60.79	\$121.58
1	Tea Unsweetened - Two half gallon containers	\$17.29	\$17.29
2	Roasted Turkey & Avocado BLT Boxed Lunch <input type="checkbox"/> None <input type="checkbox"/> No Dessert	\$15.49	\$30.98
1	Napa Almond Chicken Salad Sandwich Boxed Lunch <input type="checkbox"/> None <input type="checkbox"/> No Dessert	\$14.29	\$14.29
1	Deli Turkey Sandwich Boxed Lunch <input type="checkbox"/> None <input type="checkbox"/> No Dessert	\$12.39	\$12.39
1	Bacon Turkey Bravo Sandwich Boxed Lunch <input type="checkbox"/> None <input type="checkbox"/> No Dessert	\$14.29	\$14.29
1	Mediterranean Veggie Boxed Lunch <input type="checkbox"/> None <input type="checkbox"/> No Dessert	\$12.39	\$12.39
1	Sierra Turkey Sandwich Boxed Lunch <input type="checkbox"/> None <input type="checkbox"/> No Dessert	\$14.29	\$14.29

**Subtotal:** \$237.50  
**Tax:** \$9.42  
**Total:** \$246.92

**This is only a quote.**

**PANERA CATERING (/)**

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**(HTTPS://WWW.PANERABREAD.COM/EN-US/HOME.HTML)**

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