



CSUSM Corporation Hospitality Checklist

All hospitality expenses/PO must include the following to ensure prompt processing

- Title of Event or Program
- Description of Event/Program/Item
- Date(s) of Event
- Location/Venue of Event
- Event Attendees
Required: attach an agenda, flier, invitation or event announcement and for smaller events, a list of attendees and their affiliation.
- Is food being served?
Who will be supplying the food?
(Caterers **must** be selected from the [CSUSM Corp. Approved Caterers List](#))
- Is alcohol being served?
(If yes, and being served on campus, you **must** attach an approved [Alcohol Service Request Form](#))
- Approving Authority:
Project Administrator (person responsible for financial oversight or authorizing expenditures as designated on the Project Agreement)
- Grants & Contracts:
All expenses must comply with contract, grant or agency policy.

Reference:

[CSUSM Corporation Hospitality Policy](#)