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| 1. ***EVENT NARRATIVE:***

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|  | Academic Affairs STATESIDE Docusign/Hospitality CHECKLIST (optional attachment)* See PAR WEBSITE for additional resources: <https://www.csusm.edu/par/resource_operations/index.html>
* Submit to **Provost’s Office for signature at least 10 days before event**
* For Provost Signature add Level 2 Reviewer Maria Rasimas and Level 2 Approving Authority, "Graham Oberem" on signature line, using this email only: provost@csusm.edu
* Need Provost’s signature if event is over $500 or events that include alcohol, recreational, sporting or entertainment events, or includes a spouse or domestic partner of an employee (regardless of total expense).
* A hospitality form is not required for sponsorship or tables for events; use a Direct Pay form.
* *Other hospitality questions?  Contact**accountspayable@csusm.edu*
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| 1. ***CSU BUSINESS PURPOSE for employee only events: MUST BE NO MORE THAN 12 TIMES PER YEAR***

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* One DocuSign form is required per event, include all costs; an event, taking place over multiple consecutive days, is considered one event. One DocuSign Hospitality form may be submitted for multiple dates of the same event type (one 'blanket' form).
* All costs for an event should be included on one DocuSign submission.
* Confirm funds requested and dates of event match supporting documents.
* 44401 funds and 48500 funds are treated the same for Hospitality purposes, both are stateside funds.

**PLEASE UPLOAD ATTACHMENTS IN THE FOLLOWING ORDER**:

[ ]  **EVENT:** agenda**,** flier, invitation, or event announcement must be attached.

[ ]  **CATERING/ECS:** Attach the catering and venue estimate/quote for all expenditures (including ECS). Must be on Approved Caterers list. If submitting request early and can't get catering or ECS quote, you may use previous FY catering invoice **if it is for the same event and you expect to be similar in cost (within 10%).**

[ ]  **ATTENDEE LIST:**  Attach guest list of attendees stating their affiliation to the University, official guests or employees, and a total count of how many attending. Auxiliary (Foundation and CSUSM Corp) employees classify as official guests and student workers classify as employees (unless it is a student event).

[ ]  **COST PER HEAD for food, etc. (based on entire catering estimate).** Maximum per person rate for breakfast ($25), lunch ($50) and dinner ($75) inclusive of the total cost of food, beverages, labor, sales tax, delivery fees or other service fees.

[ ]  **PRODUCT REQUESTS:** Attach itemized list and estimate (use above table or attach your own).

[ ]  **ALCOHOL:** Alcohol Approval form must be attached if event**is on campus**and includes alcohol (do not use any state funds except 496xx). Auxiliary funds are limited to 85xxx project funds for alcohol, if it is in the written agreement. **All alcohol reimbursements must be signed by the Provost; including off campus purchases/reimbursements.**

[ ]  **GIFT CARDS: Use CSUSM Corp or Foundation Funds**. State Funds are allowed in a few instances; must be approved by Accounts Payable in an email and attach to request.