

HOSPITALITY REQUEST FORM PROCESS

Hospitality link: <https://adobesigndynamicworkflow.csusm.edu/ap>

Hospitality website: <https://www.csusm.edu/fs/ap/hospitality.html>

Purpose: To approve Hospitality expenses as in food, give-ways, promotional items, incentives, fundraising, awards etc.

When: Per event/program or Blanket every semester

Required: Back up documentation, agenda, fliers, website info, quotes etc. Remember the 5 W's

WHAT-event/program, **When**-date, **WHERE**-location, **WHY**-CSUSM business purpose, **WHO**- attendees

Requester

YOUR EMAIL ADDRESS

Accounts Payable confirmation of allowability per Hospitality Guidelines

hospitality@csusm.edu

Funding Authority (or PI or designee for 85xxx projects)

53402 SARA, 46302 LISA, 48500 GAIL

Funding Authority 2 (For split-funding)

Enter Recipient's Email

Level I Reviewer

CRYSTAL

Level I Approving Authority

GAIL

Level II Reviewer

ROSA

Level II Approving Authority

DR. DIAZ

Blanket Hospitality Request – DCUMMING@CSUSM.EDU has to sign.

- One Blanket for same type of program or event. (meetings/trainings vs events/programs)

Title of Event or Program: blanket- USU Live Hospitality for promos/opportunity drawings/participation incentives						
Description of Event/Program/Item: promotional items and opportunity drawings for fall 22 USU Live Events						
Event Start Date: 08/01/2022		End Date: 12/20/2022		Location/Venue of Event: various USU locations		
Please attach an agenda, flier, invitation, or event announcement and for smaller events, a list of attendees and their affiliation to the University.						
If this is a catering event, please attach the catering estimates/quotes for all expenditures and cost per person. Caterers must be selected from the CSUSM Corporation Approved Caterers List .						
Are gift cards part of the event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
If yes, please include backup documentation that includes number of gift cards and dollar amount.						
Please explain the direct or indirect benefit to the CSU to be derived from the expense: students will get the opportunity to walk away with CSUSM swag and promotional items that will incentivize student to attend events which will lead to friends, getting involved on campus, and making a home at CSUSM						
HOSPITALITY CATEGORIES AND FUNDING INFORMATION						
Please check all that apply:						
<input type="checkbox"/> Alcoholic Beverages				<input type="checkbox"/> Memberships in Social Organizations		
<input type="checkbox"/> Awards and Service Recognition (for employee awards, attach Payroll approval)				<input checked="" type="checkbox"/> Participation Incentives - research funded survey or study		
<input type="checkbox"/> Bereavement Gift Expenditures				<input type="checkbox"/> Participation Incentives - other		
<input type="checkbox"/> Community Relations/Fundraising				<input type="checkbox"/> Professional Organization Meeting		
<input type="checkbox"/> Employee Meetings & Recognition Events- Employee Morale				<input checked="" type="checkbox"/> Promotional Items		
<input type="checkbox"/> Entertainment Services and/or Equipment				<input type="checkbox"/> Receptions held in connection with CSU related groups		
<input type="checkbox"/> Gifts with expectation of benefit or other bona fide business purpose				<input type="checkbox"/> Spouse or Domestic Partner hospitality expense		
<input type="checkbox"/> Meals/Light Refreshments (non-alcoholic) - CSUSM EMPLOYEES ONLY				<input type="checkbox"/> Student Athletes - Hospitality provided to student athletes		
<input type="checkbox"/> Meals/Light Refreshments (non-alcoholic) - WITH OFFICIAL GUESTS				<input type="checkbox"/> Student recruitment, student recognition, and Commencement		
Number of Chartfields: one						
1. Payment Method: ProCard						
	Fund	Dept	Program	Class	Project	Amount
	53402	1122		12212		\$ 3,550.00

Account Codes

660927 – Other Catering

660928 – Other Non-Catering Food

660962 – Promo Items (university logo)

660944 – Other Awards/Honors

660846 – SupSrv Gifts and Acknowledgements

660945 – Other Incentives

FUNDING AUTHORITY (director level) – Must be signed by the approver who has **fiscal authority** over the fund you are using. **IF, fiscal authority is the same as AVP, only approval of level I is required.**

USU - Squinn@csusm.edu

CENTERS- gcavent@csusm.edu

Campus REC- ldickins@csusm.edu

LEVEL I REVIEWER- chenderson@csusm.edu

LEVEL I APPROVER (AVP level)- gcavent@csusm.edu

LEVEL II REVIEWER- rmora@csus.edu **ONLY IF OVER \$500**

LEVEL II APPROVER (VP)- vdiaz@csusm.edu

BLANKET REQUESTS – dcumming@csusm.edu

All hospitality forms must be signed the **Level I approver**, which in Student Affairs is the AVP

Required Hospitality

- Entertainment Services Rentals (linens, chairs/tables, audio etc.)
- Event/Program Supplies (one time, specific per event)
- Participation Incentives (give-aways)
- Promotional Items (CSU logo)
- Meals/Food- price per person required