California State University San Bernardino

Hospitality Policy – Workflow Diagram

Below is an overview of the workflow for hospitality purchases. Please note that not all variables related to hospitality events may be covered. If you have any questions or need clarification, contact Accounts Payable or Procurement for assistance.

1 – Department request

21 – Submit invoice to A/P for processing

20 – Caterer issues invoice with PO number

19 – Purchasing sends the PO to the caterer

18 – Submit requisition to appropriate unit

Yes

No

No

17 – Funding Source? State or Phil?

Obtain invoice or receipt. Go to box 7

26 – Complete Hospitality Worksheet

Go to box 26 on this chart

Go to box 3 on this chart

Go to box 3 on this chart

Approved

No

Denied

27 – Obtain EH&S and Reservation ID

Yes

Go to box 12 on this chart.

28 – Will food be served on campus?

15 – AP issues payment

14 – Complete Direct Pay form

No

13 – Complete Hospitality Worksheet

12 – Obtain quote from off campus catering

Approved

16 – Obtain EH&S and Reservation ID

Denied

Approved

Denied

11 – Obtain approval from campus catering

No

Yes

10 – Will food be served on campus?

Yes

No

No

9 – Does the cost exceed $250.00?

Yes

8 – Reconcile Corporate Card expense

7 – Pay with Corporate Card? (Allowable)

6 – Obtain invoice from catering

5 – Place order with campus catering

4 – Complete Hospitality Worksheet

Yes

3 – Obtain quote from campus catering

2 – Use campus catering?

Yes

Go to box 14 on this chart

Yes

No

23 – Cost exceeds $10,000?

22 – Funding Source? ASI or UEC?

No

Yes

Yes

Go to box 18 on this chart

25 – Cost exceeds $5,000?

24 – Funding Source? SMSU

Workflow Help:

The detailed listing below provides additional information about the requirements outlined in the flowchart above. If you need assistance, please contact the Procurement Office for questions related to requisitions, Accounts Payable for inquiries about the Direct Pay process, or the Corporate Card team for support with Corporate Card procedures. Thank you.

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| **Box** | **Information/Process** |
| 1 | Department initiates the original request for hospitality |
| 2 | **Use Campus Catering?** Campus catering has the first right of refusal for all on campus catering events that exceed 250.00. If you are holding the event off campus and food is not being served on campus, Chartwells does not need to grant approval. |
| 3 | **Obtain Quote from Campus Catering.** Request that campus catering give you a detailed quote for the services requested. This will need to be attached to your Hospitality Worksheet. |
| 4 | **Complete Hospitality Worksheet** – This worksheet outlines all estimated expenses for your event. This should be completed prior to you moving forward and should be approved before committing to purchase goods or services. The Hospitality Worksheet supports any requests to Accounts Payable for a Direct Pay item, to support your Corporate Card reconciliation or to be attached to your requisition when a PO is required. |
| 5 | **Place Order with Campus Catering.** – Once your Hospitality Worksheet has been approved, you may move forward to place your order with campus catering. |
| 6 | **Obtain invoice from campus catering.** – Once your event has been serviced by campus catering, please obtain a formal invoice to submit this for payment. |
| 7 | **Pay with Corporate Card? (Allowable)** Payments to campus catering are allowable when supported by an authorized Hospitality Worksheet. Alternatively, you may submit the invoice directly to Accounts Payable for processing. |
| 8 | **Reconcile Corporate Card Expense** – Once you have paid campus catering with your Corporate Card, you will need to reconcile your card expense and attach your Hospitality Worksheet, the catering invoice, the agenda, a list of attendees, etc. to your Corporate Card reconciliation. |
| 9 | **Does the Cost Exceed 250.00?** – If the cost exceeds 250.00, campus catering may have the first right of refusal for all food served on campus. |
| 10 | **Will Food be Served on Campus? -** If the food is served on campus, campus catering will have the first right of refusal for anything exceeding 250.00.Whenever food is served on campus by the on-campus caterer, no additional steps are required. However, whenever the source of food being served on campus is from an outside source, then Environmental Health and Safety will need to review this. Obtain the approval from Environmental Health and Safety whenever food is prepared off campus and is being served on campus. Information and the form can be located here: <https://www.csusb.edu/ehs/occupational-health-and-safety/food-safety-program> |
| 11 | **Obtain Approval from Campus Catering** – Campus catering has the first right of refusal. If they are unable to cater your event, they will grant specific authorization for you to proceed with an outside caterer by giving you a waiver form. Attach this form to your Hospitality Worksheet and submit it along with all requisitions, payment requests or card reconciliations. |
| 12 | **Obtain Quote from Campus Catering.** Request that campus catering give you a detailed quote for the services requested. This will need to be attached to your Hospitality Worksheet. |
| 13 | **Obtain Approval on your Hospitality Worksheet** – Once you have completed obtaining your estimates on your Hospitality Worksheet, submit it along with any formal quotes to your department MPP for formal approval to commit to purchase. |
| 14 | **Complete Direct Pay Form** – Complete the Direct Pay form when paying for campus catering or when purchases are less than 250.00. Note that you may also pay this with your Corporate Card. |
| 15 | **Accounts Payable Issues Payment** – Once your Direct Pay form is submitted to Accounts Payable, they will validate that all forms and supporting document outlined on the Hospitality Worksheet have been included and that the payment has been approved and will be issued. |
| 16 | **Obtain EH&S and Reservation ID** – Obtain the approval from Environmental Health and Safety whenever food is prepared off campus and is being served on campus. This can be located here: <https://www.csusb.edu/ehs/occupational-health-and-safety/food-safety-program>  Obtain the reservation ID number from the Special Events and Guest Services Department (when applicable). Follow this link for more information. <https://www.csusb.edu/special-events> |
| 17 | **Funding Source – State or Phil?** – Follow the workflow for the proper funding source. If your source is Stateside or Philanthropic funding there will be requirements to submit a requisition for anything that exceeds 250.00. Submit your requisition through the campus Procurement Office. |
| 18 | **Submit Requisition to Appropriate Unit**   * Stateside or Philanthropic – Submit your requisition to the campus Procurement Office for anything exceeding 250.00. * UEC - Submit your requisition for anything over 10,000 to the UEC Procurement Office. * ASI - Submit your requisition for anything exceeding 10,000 to the ASI Procurement Office. * SMSU - Submit your requisition for anything exceeding 5,000 to the SMSU Procurement Office. |
| 19 | **Purchasing Sends PO to Caterer** – The Procurement Department will submit a formal Purchase Order (PO) to the caterer or vendor. Please do not place orders for anything until the PO has been generated and forwarded to the vendor. |
| 20 | **Caterer Issues Invoice with PO Number** – Once the caterer or vendor has fulfilled the order, they should submit an invoice to be paid. This invoice should contain the valid PO number and be submitted to [payables@csusb.edu](mailto:payables@csusb.edu) for payment. |
| 21 | **Submit Invoice to A/P for Processing** – Send all invoices directly to [payables@csusb.edu](mailto:payables@csusb.edu) for payment processing. Ensure that the invoice has the PO number listed on the invoice and please ensure that the invoice is duly approved for payment. |
| 22 | **Funding Source – UEC or ASI?** – Follow the workflow for the proper funding source. If your source is UEC for ASI, there will be requirements to submit a requisition for anything that exceeds 10,000. Submit your requisition through the following:   * **UEC** – Send to the UEC Procurement Office * **ASI** – Send to the ASI Administrative Office |
| 23 | **Does the Cost Exceed 10,000?** - If the cost exceeds 10,000 this will require a Purchase Order. Please follow the requisition requirements of the appropriate business unit listed. If the cost is less than 10,000, go to box 14 and complete the Direct Pay form. |
| 24 | **Funding Source – SMSU?** – Follow the workflow for the proper funding source. |
| 25 | **Does the Cost Exceed 5,000?** - If the cost exceeds 5,000, this will require a Purchase Order. Please follow the requisition requirement of the appropriate business unit listed. If the cost is less than 5,000, go to box 14 and complete the Direct Pay form. |
| 26 | **See item 4 in this chart above.** |
| 27 | **See item 16 in this chart above.** |
| 28 | **See item 10 in this chart above.** |