



CALIFORNIA STATE UNIVERSITY, STANISLAUS
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TO: All Staff and Faculty

FROM: Mary Stephens, Vice President
Business and Finance

SUBJECT: Documentation Required for Hospitality Expenditures

In compliance with Executive Order 761, effective August 1, 2001, the following documentation is required for all expenditures related to hospitality expenses and food and business meals, regardless of the source of funds.

1. Approval Of Transactions

A. A hospitality expense request must be approved on a department requisition by the department head (or equivalent authority).

B. To ensure that the approval of business-related hospitality expenses is entirely independent, individuals with delegated approval authority shall not approve their own reimbursements and individuals may not approve expenses of their supervisor.

C. The same level of approval applies also to any business meal or food purchase made on the departmental procurement card.

D. Business meal or food purchases will not be reimbursed through petty cash procedures.

2. Responsibilities

A. **The Department Head or Approving Official** (or equivalent authority) is responsible for reviewing and approving hospitality expenses and occasions, and for submitting the requisition or procurement card transaction log with appropriate documentation.

B. **Procurement Services or Auxiliary Financial Services**, depending on the type of funds being expended, is responsible for creating purchase orders and/or paying invoices in a timely manner after departmental confirmation that all

goods and services are received and in accordance with internal review procedures.

3. General Fund Appropriations

- A. General Fund Appropriations may not be used to pay for alcoholic beverages, tobacco products, gifts or awards.
- B. General Fund Appropriations may not be used to pay for food and beverages for business or staff meetings attended only by employees of California State University, Stanislaus, including the Stockton campus, or its auxiliaries.

4. Required Documentation

A. The completed requisition or procurement card transaction documentation for the purchase of food or business-related meals must include the following:

- Name of the requesting department
- Location of event
- Dates(s) of event
- Requestor's name
- List of names, titles and affiliations of event or meal participants (for example, "100 community members and students" or "Gray Davis, Governor, State of California")
- Type of food expense (e.g., breakfast, lunch, dinner, refreshments, etc.)
- Requestor's telephone number
- Account number to be charged
- Cost of food items
- Vendor required for the food service
- Original, itemized receipt, if reimbursement (e.g., **the itemized restaurant bill** as well as the personal credit card receipt)
- Purpose of the event or meal and benefit to the university
- Approval signatures of department head, dean, or vice president
- If the order is confirming, the receiving certification block at the bottom of the requisition must be signed

When completing the monthly procurement card transaction log, include a memo with the above information and the original vendor itemized receipt. If the restaurant is unwilling or unable to provide an itemized receipt, a written statement to that fact must be provided.

Questions regarding required documentation or what type of university funds may or may not be used to fund specific purchases may be directed to Carol Castillo, Director of Procurement Services, at 3245 or Debbie Da Rosa, Lead Buyer, at 3987.

**Table 1.
Funding Sources For Payment of Hospitality Expenses**

Hospitality Expenses	General Fund Appropriations	Lottery Ed Funds	Special Funds	Auxiliary and Other 501c(3) Organizations
Food and Beverages (other than Alcoholic Beverages) for Meetings Attended by Only by Employees of CSU Stanislaus	No	No	Yes	Yes
Food and Beverages (other than Alcoholic Beverages) for Meetings Attended By Official Guests	Yes	Yes	Yes	Yes
Alcoholic Beverages and Tobacco Products	No	No	Yes	Yes
Gifts	No	No	Yes	Yes
Awards	No	Yes	Yes	Yes
Promotions Items	Yes	Yes	Yes	Yes
Official University Guest Travel	Yes	Yes	Yes	Yes