Introductions

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AGENDA

- Purpose of Accounts Payable/Procurement Lunch and Learn
- Hospitality Policy Refresher
- How to Enter a Requisition
- How to lookup which Buyer is assigned to your Request
- Future Lunch & Learns
- Important Resources
- Questions

Purpose of Lunch & Learn

- Create a forum to share important Accounts Payable and Procurement information, including, but not limited to:
  - Foster a culture of learning
    - Share expertise
    - Collaborate and learn
  - Policy review, understanding, updates
  - Review Procedures
  - Gather feedback

Hospitality Policy Refresher

CSUDH HOSPITALITY POLICY

CSUDH HOSPITALITY POLICY

HOSPITALITY OVERVIEW

Hospitality includes the following categories:

- Food and Beverage
- Promotional Items
- Awards and Prizes
- Incentives
- Entertainment Services
- Entertainment Events

FOOD & BEVERAGE

Employee Meetings

- Meetings serving a University business purpose, administrative in nature, and with a formal agenda.
  - Examples: meetings of the Academic Senate, extended formal training sessions, conferences, extended strategic planning sessions, extended professional development sessions, and meetings of appointed workgroups and committees.
  - Holiday season gatherings do not qualify as employee meetings and are not permitted using state funds.
- Food and beverage provided to employees may be permitted when doing so serves a University business purpose and if the expenses occur infrequently, are reasonable and modestly priced, and appropriate to the business purpose.
  - Providing meals or light refreshments during meetings that occur on a regular or frequent basis are not permitted under this policy.
  - Must be limited to no more than twelve times per year, per group or department.
  - Counted on an event basis, e.g., a two-day meeting should be counted as one event in determining policy compliance.
- Food & beverage should not be provided to employees upon arrival at work, before or after a meeting, or at the conclusion of a workday.
- When a meeting takes place over an extended period (in excess of three hours), there *may* be justification to provide food or beverage, but all factors regarding necessity, reasonableness, appropriateness, and use of non-state funds should be considered.

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FOOD & BEVERAGE

Retreat

- An event lasting at least 5 hours, occurring on or off-campus, where employees brainstorm, problem-solve, and team-build in a more relaxed setting.

Team-building activity

- An activity used to enhance the function of a team by encouraging social interaction and collaborative efforts. Elements typically include a shared goal, problem solving, and teamwork. A meal may be permitted while off-campus for a team-building activity; however, a meal alone is not a team-building activity. On-campus teambuilding activities should be scheduled during work hours rather than during lunch time.

Students, prospective students, prospective donors, official visitors/guests with a business purpose

- Food and beverage may be permitted when the event serves a CSU business purpose

Recruitment

- Food and beverage permitted for meal interviews with candidate and committee

NOTE: food/beverage expenses may require a Meal Worksheet. A properly completed Hospitality Authorization form will indicate when a Hospitality Meal Worksheet must be completed. The Meal Worksheet is completed after the event and gets attached for each meal invoice/receipt.

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FOOD & BEVERAGE

Meal Type	Maximum Per-Person
Breakfast	$30
Lunch	$50
Dinner	$80
Light Refreshments	$25

PROMOTIONAL ITEMS

Low value items that display the name, logo, or other icon identifying the University, used to promote the Universit**y to non-employees.**

Examples: keychains, coffee mugs, stress balls, lanyards, stickers.

Can be used to promote specific departments or programs to *current* students but limited to items that "spread awareness" rather than items that "represent" the department or program.

Example:

Stickers, keychains, stress balls → *spread awareness*

T-shirts or other attire → *represent*

Promotional items may not be distributed to employees.

Clothing may not be distributed to employees.

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GIFT CARDS

GIFT CARD AUDIT:

A recent internal audit found that only a small portion of gift cards issued to students were reported to Financial Aid as required.

Updated [Gift Card Authorization form](#)

- Now formatted by "steps" to help outline the process to prevent missed requirements
- Now requires proof of reporting be submitted to Accounts Payable

LEFTOVER GIFT CARDS:

Whenever possible, the use of electronic gift cards that are purchased AS NEEDED is recommended. In the event of leftover gift cards, all attempts should be made to return them for a refund. If not possible, a proposal must be submitted, with the final documents, to Accounts Payable as to how the leftover cards will be used (must be an allowable use), and all logging, tracking, reporting, etc. will remain ongoing until all cards have been distributed.

PROHIBITED EXPENSES

- Alcohol and/or tobacco
- Food and beverage or entertainment services NOT serving a business purpose
- Memberships in social organizations
- Clothing for employees
- Water or coffee service for employees
- Office décor
- Food & beverage provided to employees upon arrival at work, before or after a meeting, or at the conclusion of a workday
- Food & beverage provided to employees at meetings of less than 3 hours in length

- Costs associated with:
  - Holidays
  - Birthdays
  - Weddings
  - Get Well
  - Anniversaries
  - Baby showers
  - Bereavement
  - Retirement
  - Farewell parties
  - Gifts/Greeting Cards
  - Appreciation/Thank You

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FUNDING SOURCES

Funding Sources:

- State Funds – all funds held by the University
- Auxiliary Organization Funds – all funds held by the auxiliary organizations

Restrictions:

- Course Fees (FTxxx) Funds – shall be used for expenses associated with the class that collected the revenue
- Lottery and IRA Funds – shall be used only for instructional purposes

HOSPITALITY FORM

New form required for Hospitality initiated beginning February 21, 2024. Old forms will be rejected.

All of these fields are required, always.

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Hospitality Authorization Form

Hospitality information

INSTRUCTIONS: Complete this form using Adobe (not web browser), submit to your department for approval, then attach a copy to all related expenses. It is recommended to sign via Fill & Sign tool rather than Adobe Sign.

Event name: Date(s):

Event type: SELECT ONE   Location of event:

Business purpose (must be specific and provide enough info to a third-party reviewer to understand the nature and purpose):

Insufficient explanation in this field will result in rejected form.

Fiscal Officer/ARM must review before approving form.

HOSPITALITY FORM

FOOD/BEVERAGE:

For food/beverage, these sections are always required.

New form requirements per CSU Policy

✓	What types of Hospitality will be included in this event? Select all applicable categories.

Food & beverage (excluding alcohol):

MEAL(S): (check all that apply to this event)
☐ Breakfast ($30 max per person)
☐ Lunch ($50 max per person)
☐ Dinner ($80 max per person)
☐ Light Refreshments ($25 max per person)
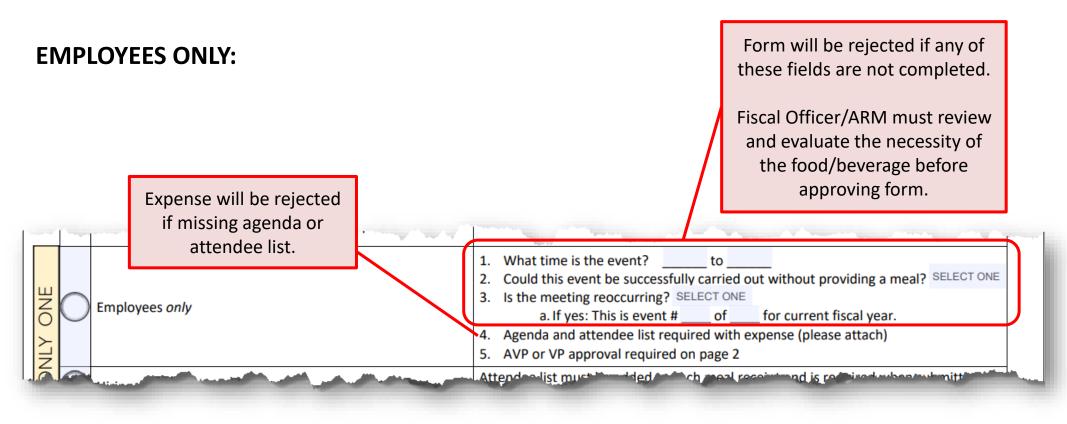
Estimated attendance per meal:

Estimated total cost of meals for entire event:

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HOSPITALITY FORM

FOOD/BEVERAGE RECIPIENT TYPE:

Only ONE should be selected

This box will automatically check or remain unchecked, based on your selection in the "select one" section

SELECT ONLY ONE		
○	Employees *only*	1. What time is the event? _____ to _____ 2. Could this event be successfully carried out without providing a meal? SELECT ONE 3. Is the meeting reoccurring? SELECT ONE a. If yes: This is event # _____ of _____ for current fiscal year. 4. Agenda and attendee list required with expense (please attach) 5. AVP or VP approval required on page 2
○	Hiring committee and candidate(s)	Attendee list must be added to each meal receipt and is required when submitting expense
○	Employees & Official Guests *only*	Attendee list (including guests' business relationship to the campus) required when submitting expense (please attach)
○	Students, campus-wide, open invite, or public event	Event flyer required (please attach)
	Spouse/partner of employee included	President/Designee approval required on page 2
	If this box is checked, a Hospitality Meal Worksheet will be required to be attached to each meal receipt/invoice.	

Other:

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HOSPITALITY FORM

EMPLOYEES ONLY:

Expense will be rejected if missing agenda or attendee list.

Form will be rejected if any of these fields are not completed.

Fiscal Officer/ARM must review and evaluate the necessity of the food/beverage before approving form.

ONLY ONE

Employees *only*

1. What time is the event? _____ to _____
2. Could this event be successfully carried out without providing a meal? SELECT ONE
3. Is the meeting reoccurring? SELECT ONE
   a. If yes: This is event # _____ of _____ for current fiscal year.
4. Agenda and attendee list required with expense (please attach)
5. AVP or VP approval required on page 2

Attendee list must be added to each meal receipt and is required when submitt...

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HOSPITALITY FORM

EMPLOYEES ONLY:

Expense will be rejected if agenda, flyer, or attendee list is required but missing or incomplete.

SELECT ON			
○	Hiring committee and candidate(s)	Attendee list must be added to each meal receipt and is required when submitting expense
○	Employees & Official Guests *only*	Attendee list (including guests' business relationship to the campus) required when submitting expense (please attach)
○	Students, campus-wide, open invite, or public event	Event flyer required (please attach)
☐	Spouse/partner of employee included	President/Designee approval required on page 2
	If this box is checked, a Hospitality Meal Worksheet will be required to be attached to each meal receipt/invoice.	

What qualifies as an "event flyer"?
Image created for use in advertising, email invitation (print as PDF and attach), event website (print as PDF and attach)

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HOSPITALITY FORM

OTHER:

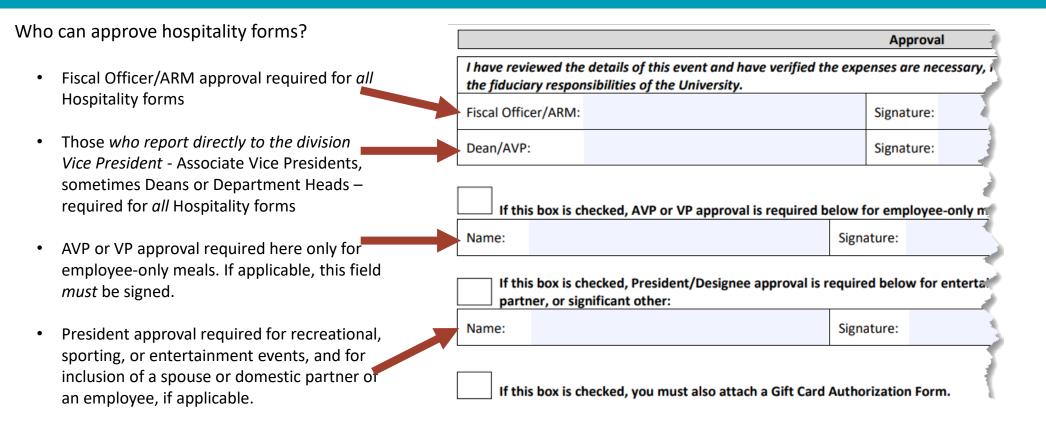|		
Other:		
☐	**Promotional Items**	• Low dollar value items such as keychains, lanyards, reusable beverage containers, pennants, basic t-shirts used to promote the campus to prospective students • May not be distributed as thank you gifts or tokens of appreciation • May not be given to employees

☐	**Awards to students** for academic excellence	**SELECT ITEM TYPE:**
		    ☐ Gift card or meal voucher $50 max
		    ☐ Non-monetary item $100 max
		• Specific criteria were met to qualify for the award
		• It is the responsibility of the department conferring the award to notify the Financial Aid Office of cash and cash-equivalent awards given to students, including the student identification number of award recipients.
		• Department is also responsible for reporting non-cash awards provided to students to Accounting Services staff, who are responsible for tracking the cumulative value of non-cash awards or prizes and notifying the IRS should the cumulative value of non-cash awards meet or exceed $600 during a calendar year, which the University is required to report as income to the recipient.

☐	**Award to employees** for official award presentation (no food or beverage) for 5+ years of service retirement award	• Award example: engraved plaque, clock, etc. • Cannot exceed $100, inclusive of all customization fees • Retirement *gifts* are not permitted using State funds

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HOSPITALITY FORM

OTHER:

☐	**Incentive for participation** in a survey, door prize drawing (excludes raffles), Toro Rewards, or distribution of Campus Food Pantry meal vouchers	**ITEM TYPE:** ☐ Gift card or meal voucher $50 max ☐ Non-monetary item $100 max • Given to students: It is the responsibility of the department conferring the award to notify the Financial Aid Office of cash and cash-equivalent awards given to students, including the student identification number of award recipients. • Given to employees: It is the responsibility of the department conferring the prize to notify Payroll of cash and cash-equivalent awards given to employees by completing forms STD 676P for cash & cash equivalent awards and STD 676V for non-cash awards and submitting to Payroll for processing. Payroll department will enter the employee's SSN information on these forms. NOTE: Gift Cards that can be used ONLY on campus are exempt from this Payroll reporting.
☐	**Entertainment services** for public event with business purpose (décor, equipment and venue rental, music, performers)	Décor not permitted for offices or holidays
☐	**Entertainment event** (admission tickets, recreational, sporting)	Requires President/Designee approval below

Total estimated cost of this entire event: _____

Requested by:	Date:	Dept ID:

HOSPITALITY FORM

Who can approve hospitality forms?

- Fiscal Officer/ARM approval required for *all* Hospitality forms

- Those *who report directly to the division Vice President* - Associate Vice Presidents, sometimes Deans or Department Heads – required for *all* Hospitality forms

- AVP or VP approval required here only for employee-only meals. If applicable, this field *must* be signed.

- President approval required for recreational, sporting, or entertainment events, and for inclusion of a spouse or domestic partner of an employee, if applicable.

Approval		
I have reviewed the details of this event and have verified the expenses are necessary, the fiduciary responsibilities of the University.		
Fiscal Officer/ARM:	Signature:	
Dean/AVP:	Signature:	

☐ If this box is checked, AVP or VP approval is required below for employee-only m

Name:	Signature:

☐ If this box is checked, President/Designee approval is required below for entertai partner, or significant other:

Name:	Signature:

☐ If this box is checked, you must also attach a Gift Card Authorization Form.

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HOSPITALITY FORM

APPROVALS:

- President Parham delegated his approval authority to the Division VPs
- For Gift Card form approvals, the CFO delegated approval authority to the AVP of Business & Finance

- Individuals may not approve their own expenses or expenses of their supervisor
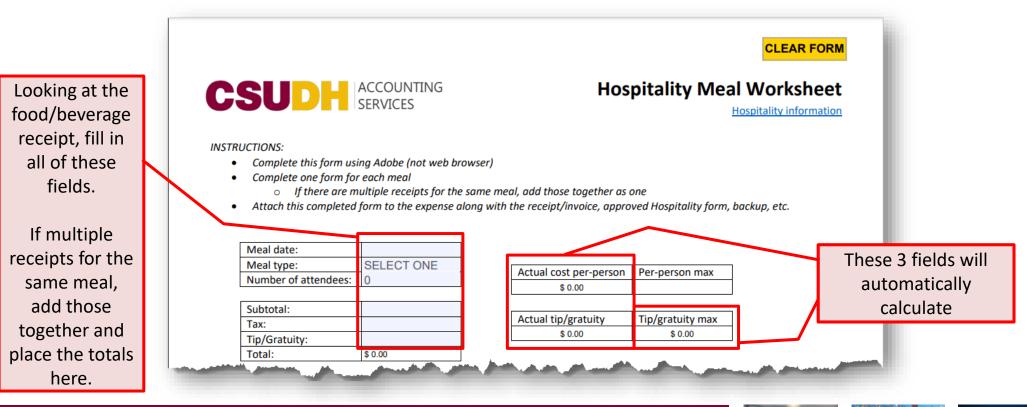 - Exception: approval of the President's expenditures by the Chief Financial Officer

MEAL WORKSHEET

The contents of this form is required, by the CSU Policy, to accompany every food/beverage expense.

- Complete one form for each meal
  - o If there are multiple receipts for the same meal, add those together as one
    - ▪ Example: You purchased food for a particular meal but realized you didn't have enough food and purchased more on a separate receipt.

- Attach the completed form to the expense along with the receipt/invoice, approved Hospitality form, backup, etc
  - o If a reimbursement with multiple meals, place the meal worksheet behind the corresponding receipt

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MEAL WORKSHEET

Looking at the food/beverage receipt, fill in all of these fields.

If multiple receipts for the same meal, add those together and place the totals here.

CLEAR FORM

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Hospitality Meal Worksheet

Hospitality information

INSTRUCTIONS:
- Complete this form using Adobe (not web browser)
- Complete one form for each meal
  - If there are multiple receipts for the same meal, add those together as one
- Attach this completed form to the expense along with the receipt/invoice, approved Hospitality form, backup, etc.

Meal date:	
Meal type:	SELECT ONE
Number of attendees:	0
Subtotal:	
Tax:	
Tip/Gratuity:	
Total:	$ 0.00

Actual cost per-person	Per-person max
$ 0.00	

Actual tip/gratuity	Tip/gratuity max
$ 0.00	$ 0.00

These 3 fields will automatically calculate

MEAL WORKSHEET

Meal date:	2/21/20
Meal type:	Lunch ▼
Number of attendees:	6

Subtotal:	$ 195.12
Tax:	$ 19.10
Tip/Gratuity:	$ 85.00
Total:	$ 299.22

Actual cost per-person	Per-person max
$ 49.87	$ 50.00

Actual tip/gratuity	Tip/gratuity max
$ 85.00	$ 42.84

⚠️

If you have exceeded the per-person maximum and/or tip, a warning sign will appear.

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MEAL WORKSHEET

If you exceeded the per-person maximum or tip, these boxes will show a checkmark.

You will need to follow the instructions accordingly.

☐ **If this box is checked, you have exceeded the maximum per-person allowance. Here are your options:**
a) If not yet paid, use non-state funds instead, or
b) If already charged to Pcard, reimburse the campus for the overage amount (attach receipt here), or
c) If reimbursement, reduce the amount of the reimbursement, or
d) Per CSUDH Hospitality policy, if you can document a "compelling rationale to approve an exception to the maximum per-person amount," please do so below and submit to respective AVP or VP, and CFO for review/approval.

Signature of Division AVP or VP:	
Signature of CFO:	

☑ **If this box is checked, your tip exceeded the 20% maximum allowance. Here are your options:**
a) Use non-state funds instead
b) If already charged to Pcard, reimburse the campus for the overage amount (receipt must be attached here)
c) If not yet paid to vendor, ask vendor to reduce tip/gratuity
d) If reimbursement, reduce the amount of the reimbursement request by $ 42.16

RESOURCES

Hospitality website: https://www.csudh.edu/accounting-services/ap/hospitality/

- Search box
- Policy broken down by category
- Forms section
- FAQ

PeopleSoft Access and Users Guide

Requisition User Guide

- [CFS 9.2 User Guide, Requisition Data Entry](#)

PeopleSoft Access

- [CFS Access Request Form](#)

Training Resources

- [Requisition, Policy, and IC](#)

PeopleSoft

Future Lunch & Learns

- Upcoming Sessions (Quarterly)
  - **2024**
    - Thursday, October 9th, 12pm - 1pm
  - **2025**
    - Thursday - January 16th, 12:00 pm – 1:00 pm
    - Thursday - April 10th, 12:00 pm – 1:00 pm
- **Survey**
  - We want to hear from you!
  - Complete the Survey following this meeting and let us know what AP and/or Procurement topics we should discuss.

- **Recordings and PowerPoint Presentation**
  - Recordings and Presentations will be posted on the Procurement and Accounting webpages.
    - https://www.csudh.edu/procurement-contracts/procurement-contracts/ & Accounts Payable website

- **Other Procurement Training**
  - February 21, 2025, 10:00 am to 11:30 am (Requisition Training, *more in depth*)
  - May 22, 2025, 10:00 am to 11:30 am (Procurement and Contracts Overview, Policy and Procedures)

Important Resources

- [Procurement and Contracts](#)
  - Access Recorded Training Sessions
- [Procurement Card](#)
- [CSU Contracts and Procurement Policy](#)
- [Accounts Payable](#)

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Questions?

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Contact Information

Thank You!

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