



Fullerton College

Fullerton College

Activity / Event and Hospitality Approval Procedures

Program activities/events not including hospitality are approved when the district budget is presented to the Board at their meeting in June of each year. Campus approvals required for activities/events are set by the Vice President/Manager of the division/department/program. Expenditures for these activities/events are processed in the Banner system.

Program activities/events that include hospitality where hospitality is paid out of the hospitality budget are approved when the district budget is presented to the Board at their meeting in June of each year. Campus approvals required for activities/events/hospitality are set by the Vice President/Manager of the division/department/program. Expenditures for these activities/events are processed by completing a Bursar's Requisition.

Program activities/events that include hospitality where hospitality is paid out of a General Funds or Grant Funds not previously approved by the Board of Trustees in June require approval of the President prior to the expenditure. A "Hospitality Approval / Justification Form" must be **completed and signed prior** to the event. This process may be used for events that meet the following criteria:

- Expenditure is for an **ongoing** event that:
 - does not exceed \$5,000 per event
 - does not increase more than \$1,000 from the previous year
- Expenditure for a **new** event that does not exceed \$1,000 per event

Activities/Events/Hospitality not covered by the above require Board approval. A Board agenda item should be prepared, signed by the appropriate manager and vice president and forwarded to the President's Office for processing.

The President's Approval form is available on the campus server at the following location:

J:/Forms and Procedures/FC Business Office/ Hospitality Approval & Justification Form.pdf



Fullerton College Hospitality Guidelines

Fullerton College

The following guidelines are for use with district-allocated hospitality funds and “hospitality-related” costs to safeguard limited college resources, ensure the proper use of all funding sources, and clarify intent.

General:

- Expenses must be necessary for the conduct and execution of college business and an allowable charge to the funding source.
- Expenses must be directly related to the goals and mission of the college.
- Expenses must be reasonably appropriate, cost-effective, and in accordance with the best use of public funds.
- All college employees and individuals conducting college business are responsible for compliance with board policy and the intent of these guidelines.
- When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.
- Taking office staff out to lunch or meals purchased for college employees for routine meetings is not considered an acceptable use of funds, no matter the source. Expenditures of a personal nature, purchases of alcohol, unreasonable and excessive expenses, and those not explicitly related to the conduct of college business should not be incurred.
- Working and business lunches are acceptable for legitimate purposes when carrying out the college mission.
- Any questions should be addressed to the area Vice President before expenditure is made.

All requests for reimbursement must include:

- The event name, location, date, and related college business purpose.
- Provide a detailed list of participants and the business relationship, if appropriate.
- Original *itemized* receipt as proof of payment. A credit card receipt alone is not sufficient.
- Vice President’s approval



Fullerton College Hospitality Approval / Justification Form

(Revised 09/03/2024)

Hospitality: In accordance to [Board Policy 6350 Hospitality](#), the District encourages public participation and awareness of college and college district programs and activities through direct personal contact with individuals and community groups. The Board of Trustees believes that the authorized activities specified under section 1.1 facilitate communication and increase public participation in college/district sponsored meetings, events, and activities.

I. PURPOSE

Event Title/ Project _____

Div.: _____ Program: _____

Event Representative _____ Email _____ Ext. _____

II. AREA(s) OF HOSPITALITY BEING PROPOSED (check all that apply)

- Meals and/or Refreshments Promotional Items Service Recognition
- Awards Entertainment Services Community Outreach

III. EVENT INFORMATION

Event Date _____ Start Time _____ End Time _____ Location _____

IV. ATTENDEES (check all that apply)

of Attendees _____ Students Faculty Staff Alumni/Friends

V. General Fund: TYPE OF EVENT (ONLY choose 1 that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Instructional Supplies / Materials (ACCT: 43000) | <input type="checkbox"/> Educational events sponsored by the Board of Trustees and Board Meetings (ACCT: 52725) | <input type="checkbox"/> Service Club Membership Dues & Fees at the discretion of the Chancellor and or Vice Chancellors/ President. (ACCT: 52729) |
| <input type="checkbox"/> Functions for Volunteers (ACCT: 52721) | <input type="checkbox"/> Breakfast, luncheon, and dinner meetings sponsored by state, municipal, county, or other communities agencies relating to college/district activities (ACCT: 52726) | <input type="checkbox"/> Board Appointed Committee Meetings (ACCT: 52730) |
| <input type="checkbox"/> Functions for Retiring Employees (ACCT: 52722) | <input type="checkbox"/> Flowers & Cards for Special Occasions (ACCT: 52727) | <input type="checkbox"/> Group Plan & Operational Meetings (ACCT: 52731) |
| <input type="checkbox"/> Activities Honoring Individuals in Education (ACCT: 52723) | <input type="checkbox"/> Seminars & Workshops only with prior approval of the Board of Trustees (ACCT: 52728) | <input type="checkbox"/> Business Related Meals (ACCT: 52732) |
| <input type="checkbox"/> College Week and/or Senior Days Activities (ACCT: 52724) | | <input type="checkbox"/> Other activities to encourage public participation and awareness of college and district programs and activities through direct personal contact with individuals and community groups (ACCT: 52733) |

V. GRANT Fund: TYPE OF EVENT (ONLY choose 1 that apply)

- Noninstructional Food (ACCT: 44410)
- Contracted Svcs - Food (ACCT: 51960)
- Food aid for Students (ACCT: 76610)

VI.

Account to be charged: Fund: _____ Org: _____ Acct: _____ Prog: _____ Actv: _____

Relevant Quote(s) (Sodexo Invoice) Estimated Expense: \$ _____

Account Available Balance Checked: \$ _____

VII. APPROVERS

Business Office Name _____ Signature _____ Date _____

Div / Area Dean Name _____ Signature _____ Date _____

Vice President Name _____ Signature _____ Date _____

President Name _____ Signature _____ Date _____

**Please send through Adobe Sign in the following order:*

1. BusinessOffice@fullcoll.edu
2. Division / Area Dean
3. Area Vice President
4. President of College