

MARSHALL UNIVERSITY

Request For Hospitality Services & Temporary Space

Date: _____
 Contact: _____
 Ext.: _____

Part 1 - APPROVALS

Sodexo America LLC is the sole food service provider for all campus events. All food service events must be formally scheduled through the Facilities Scheduling Office. Submit this form directly to Accounts Payables **unless an exception is requested.

Function Sponsor (typed name)	Function Location	Function Date

PURPOSE - JUSTIFICATION

SIGNATURES

Function Sponsor _____

Dean/Director/VP/Chair _____

****Exceptions to catering contract must be approved by Senior Vice President for Operations/Chief of Staff**

APPROVED DENIED

Signed _____

Date _____

Part 2 - EXPENSES

Product and/or Service	Vendor Name	Amount	Shell/Encumbrance/P.O.#
Food And Beverage: <i>Meals are limited to the current per diem rates</i>	_____	_____	_____
Meeting Room:	_____	_____	_____
Equipment Rental:	_____	_____	_____
Lodging:	_____	_____	_____
Other:	_____	_____	_____
Total:	_____	_____	_____

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INSTRUCTIONS

<i>The Hospitality form must accompany all purchases for events where food is served</i>	
Hospitality (042) is defined as food, non-alcoholic beverages and related expenses for the reception of guests for a specific function related to conducting State business.	
Temporary Space (022) is used with this form when the purchase of food, equipment rental, or lodging fee is involved.	
Part 1 – Approvals Instructions	
Date Prepared	Date prepared by the Department
Dept. Contact Name/Ext	Contact person responsible for document record
Function Sponsor	Sponsor Name/ext.
Function Location	Location of function
Function Date	Date(s) of function
Purpose/Justification	Detailed explanation of why event is sponsored by the State
Function Sponsor's Signature	Person responsible for the function
Dean/Director /VP/Chair	Person responsible for the Unit's spend
Senior VP of Operations / Chief of Staff	Approval of the Senior Vice President of Operations / Chief of Staff is required if a University/Campus function is not catered by Sodexo . <i>Include correspondence</i> Approval must be sought in advance by contacting the Office of the Senior Vice President for Operations / Chief of Staff prior to submittal to the Office of Purchasing and/or Accounts Payables.
Part 2 –Expenses Instructions	
Product and/or Service	Itemization of purchase by category
Vendor Name	Vendor Name by category
Amount	Cost by category
Encumbrance/Shell#	Shell Record - Pcard/Direct payment to the vendor requires an original itemized invoice. Encumbrance#, Purchase Order # Employee reimbursement requires the completion of an Employee Reimbursement form
Function Attendees	All attendees University employees may attend non-routine events hosted by departments as registered attendees, hosts, or as assigned supporting staff. *Affiliation examples: Host, Sponsor, Member, Guest Speaker, Presenter, Spouse, Child, etc.

*PURPOSE – JUSTIFICATION Examples

*Examples include, but are not limited to:

Permissible events include	Non permissible events include
Non-routine event hosted by a department and specifically planned such as: <ul style="list-style-type: none"> • Conference participants • University standing committee participants • Seminar /Workshop participants 	Group entertainment/events such as: <ul style="list-style-type: none"> • Routine Training Events • Employee Recognition / Awards • Holiday /Going Away /Birthday /Promotion Parties • Anniversaries • Tailgate Parties • Regular classroom sessions • Spending Unit meetings
Applicant/Candidate meetings	
Consultant/ Vendor meetings for non-routine business purposes	
Outside /distance employees for specific non-routine business purposes	
Student Activities / Orientation / Counseling or Mentoring Sessions	
University Declared Emergencies where employees must work outside the normal operating hours and food must be brought in	Emergency shall not be used for hardship resulting from neglect, poor planning or lack of organization

MARSHALL UNIVERSITY
Hospitality Event Attendee Sign-in Sheet

FUNCTION ATTENDEES
List the attendees 901 ID#s, when applicable; names, and affiliation.

#	901#	Name	Affiliation
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Hospitality Event Attendee Sign-in Sheet

FUNCTION ATTENDEES
List the attendees 901 ID#s, when applicable; names, and affiliation.

#	901#	Name	Affiliation
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MARSHALL UNIVERSITY
Hospitality Event Attendee Sign-in Sheet

FUNCTION ATTENDEES
List the attendees 901 ID#s, when applicable; names, and affiliation.

#	901#	Name	Affiliation
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