

FORT HAYS STATE UNIVERSITY STATE ACCOUNT OFFICIAL HOSPITALITY

PR: H99999 Sec Cd: ADF Aprn: Next

Vendor **Ship To** **Details** **Req. Codes**

V00023208 Addr: 03 NOSHIP Addr: S Confirm: Account: Bid #: PO Type: P Req Codes

SHIPPING NOT APPLICABLE Contract #: Terms: End Use: Buyer:

GELLA'S DINER
117 E 11TH ST
HAYS, KS 67601

Items

Item Num	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended Am
0001	1	EA	Interview luncheon for candidate	100.00	6230112035 - 529700	100.00
0002	0			0.00	-	0.00

Notes

ACCT # 9150622510
LUNCH WITH RESIDENCE HALL DIRECTOR
7/15/09
ROBERT DEGANHARDT, PHYSICAL PLANT
7 GUESTS
LUNCH INTERVIEW WITH RESIDENCE HALL
DIRECTOR CANDIDATE - DOUG BALLARD - TO
HAVE A BETTER UNDERSTANDING OF THE
CANDIDATES QUALIFICATIONS AND SKILLS

Print After

Please state the **name of the event in the Description** under the Items caption.

Hospitality can be paid from accounts with the following funds 2035, 2510, 5102, and 5103 using the object code 529700.

Official Hospitality through **Chartwells** should be paid by the P-Card. Please contact Chartwells Catering Office to give them your Credit Card Information. Reminder - P-Card is for State accounts only.

Notes must include:

- Event/Function
- Date
- Host and Title
- Number of Guests
- Purpose of function

Policies:

- If the hospitality is associated with a trip it can be included on the Travel Receipt form in the **Miscellaneous Section** with all hospitality information provided. The meal(s) need to be deducted from the meal allowance. **To qualify for travel hospitality the meeting must have non-employee participant(s).**
- A list of guests is required for candidates or business prospects and their families.
- University employees hosting the function may be accompanied by one adult guest.
- Departments may use Official Hospitality funds for retirement receptions for employees as long as the reception is open to entire FHSU campus. They cannot use Official Hospitality funds for employees leaving the University for any other occasion.
- Once the PR is approved and a PO number is assigned, the department should print the hospitality form using the Purchase Order Status (Long) form in the Reports folder. The submitter is responsible for giving the PO to the host to give to the vendor.
- After the event, send all receipts with the PO number written on the invoice in the PO Invoice envelope to Accounts Payable.
- Hospitality expenses purchased from food stores and Chartwells (Ex. Wal-Mart, Dillons) can be paid with a P-Card. The P-Card Hospitality form on the Lotus Notes Workflow should be completed, printed, and stapled to the receipt and sent to Accounts Payable after the transaction has been allocated on IntelliLink. Reminder: Restaurant charges can only be charged to the P-Card after a P-Card Hospitality form has been submitted and approved to open the card.