

VP Pre-Approval for Alcohol Purchases for EMPLOYEE ONLY Events

Per CSUS' [Hospitality Expenses Procedures Policy](#) Statement 501 *Employee Meetings and Recognition Events*

- Pre-approval by the Vice President/Provost is required for employee only events where alcohol will be served.
 - VP hosted events do not need pre-approval.
 - Catered events are exempt, but maximum meal amounts in hospitality policy are still applicable.
- There will be a \$20/person cap for alcohol.
- Total of all food and drink, include tax, gratuity and service charge for meals as noted in the [policy](#).
 - This calculation is done for the total number of attendees, regardless if they drank alcohol.
 - Example: Max limit for lunch is \$50/pp. 10 attendees x \$20 = \$200 max spent on **alcohol**, including tax and tip. That leaves \$30/pp for the **food** portion of the lunch, including tax and tip.
- The alcohol should be charged on a separate transaction for proper tracking.
- Foundation funds are the preferred funding source for alcohol hospitality, if the fund specifications allow for hospitality. Miscellaneous trust funds or special funds can also be utilized if the specifications allow for hospitality. Please refer to Appendix A in [hospitality policy](#) for more information about allowable funds.

Requester Name:

Requester Title:

Department:

Event Title:

Event Date:

Event Location:

Number of Attendees:

Funding Source:

Notes:

Approval by Vice President/Provost

Date