

Event Planning

If you host any University events, you need to be aware of the following changes to the process of setting up and paying for event activities.

Event Services

- Conference Services is now **Event Services**.
- Event Services makes all arrangements **and processes billing** for all events. Arrangement include but are not limited to:
 - Rooms
 - AV equipment
 - Parking
 - Catering

Change in Method of Payment

- We can no longer pay for catering using a purchasing card.
- Instead, payment will be processed using an Interdepartmental Charge
- The invoice number for catering will now start with IDC followed by the invoice number.

Booking an Event

- When you book an event, the event coordinator should ask you if you want them to separate out the catering costs from other costs to make it easier for you to charge catering to a local funding source if you are charging other costs to an appropriated funding source.
- If they do not ask you, you should request this either at the time of the booking or when you review the invoice.

Invoice Review

- The invoice review period has been extended slightly so that you will have a minimum of one week to review the invoice for accuracy and indicate any changes that might need to be made before Event Services submits the upload.
- The invoice will be sent to both the person making the arrangements and to Leslie Black, Dean's Office, as the COHS central representative.
 - Sending the invoice to Leslie will provide the opportunity for more than one person to review the invoice for accuracy and alert the responsible person for any needed changes.
 - This step will be especially useful if someone happens to be on vacation during that one week review period.

Documentation Required

This new process does not change the documentation requirements:

- event summary form
- agenda, attendance list
- receipts
- Dean's Office pre-approval for food (email and Google spreadsheet)
- other items as needed

Any documentation that supports these costs, especially catering, should be kept with departmental files to be available to auditors should the department or the College be audited.