

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 non-hospitality budget require approval of the President prior to the expenditure. A "President's Approval for Hospitality Related Expenditures from a Non-Hospitality Budget" 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-Activity Approvals