

Please complete the form and submit at least 14 days prior to your event. Your request will be reviewed and you will be contacted as soon as possible.

The requestor is responsible for having tables at the location of service for food. All catering items must be returned to the Catering Dept within 24 hours of your event. If you move your catered event or the supplies; please notify the catering department at x1619 or x 3349.

The form will allow you to list entree selections, quantities, price per person, and totals.



POLICY STATEMENT

University Expenditure of Public Funds for Staff Retreats, Workshops and Training

SU Policy Number: 501-001.1

ORIGINATING OFFICE

Vice President for Student Affairs and Vice President for Administration and Finance

PURPOSE

This policy establishes the requirements for providing University paid meals and refreshments for university employees who attend retreats, workshops and training.

SCOPE

This policy applies to all employees of the University.

OBJECTIVE

This policy provides the University's requirements and procedures for the appropriate use of public funds for food at staff retreats, workshops or other training, in accordance with the Pennsylvania State System of Higher Education Expenditure of Public Funds Guidelines, Standards, and Limits.

DEFINITIONS

Staff Retreats, Workshops and Training are meetings of employees, organized by the University, for the professional development of those employees, or for the benefit of a department or other organizational unit within the University.

Public funds are defined by the Pennsylvania State System of Higher Education Expenditure of Public Funds Guidelines, Standards, and Limits as follows:

"All monies received by a PASSHE university or the Office of the Chancellor are public funds, including, but not limited to state appropriations; tuition, room, board, and other student fees; restricted and unrestricted gifts; restricted and unrestricted grants; ticket sales from athletic, cultural or other events; revenue from athletic camps and conferences; corporate sponsorships; and investment income."

POLICY

Shippensburg University recognizes its responsibility to spend public funds in a manner that directly benefits the University in its commitment to quality student education. This policy provides procedures to meet that goal, as stated in the objective above.

The University may only use public funds to purchase lunch and/or refreshments for staff retreats, workshops and training when the event spans a time period of at least five hours, and when it would be disruptive to the success of the event if the attendees disbursed for lunch or breaks.

All expenses for food for these events must be approved in advance, in writing, by the organizer's supervisor, with secondary approval of the Director, Dean or Vice President, as appropriate.

RESPONSIBILITIES

All university employees are responsible for ensuring compliance with this policy.

PROCEDURES

On-Campus Events:

All food and drink provided on campus must be ordered from the campus dining service. The request must be made through the catering request form, which may be found on the University website, under Calendars/Event Planning. An authorization form must be completed and signed by the supervisor as well as the respective dean, director, or vice president and attached to the catering request before the catering request is released to campus dining service. The authorization form is Attachment 1 of this policy.

Off-Campus Events:

In accordance with the University's purchasing procedures, a purchase requisition (PR) must be entered into SAP for an off-campus retreat, workshop, or training session in order to contract for the off-campus location and any services that need to be provided including food and non-alcoholic beverages. Additionally, an authorization form must be completed and signed by the supervisor as well as the respective dean, director, or vice president and attached to the PR before the Purchasing Office will process the PR. The authorization form is Attachment 2 of this policy.

Any deviations from the procedures outlined in this policy must be approved, in advance and in writing, by the President or his designee.

RECISSION

This policy will be reviewed in accordance with the schedule for periodic review of policies.

APPROVALS

President's Cabinet 3/21/2011

FILENAME: S:/SU Manual

DATE: 4/22/11

DISTRIBUTION: President's Cabinet, Deans, Directors, Department Chairs

SHIPPENSBURG UNIVERSITY

Authorization Form for the Purchase of Food for On-Campus
University Employee Retreats, Workshops, or Training

PROCEDURES

To obtain authorization for the use of public funds to purchase lunch and/or refreshments for an on-campus university employee retreat, workshop, or training, the organizer must enter a catering request through Events Planning and attach the signed authorization form. The on-campus retreat, workshop, or training must span at least five hours and be disruptive to the success of the event if employees disbursed for lunch or breaks.

EVENT INFORMATION

Requestor: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Location: _____

Purpose of Event:

Services Being Requested:
(i.e., morning break, lunch, afternoon break)

APPROVALS (required prior to purchase requisition submission to Purchasing)

Supervisor _____ Date _____

Dean, Director, Vice President, or President _____ Date _____

Attach this form to catering request.

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Supervisor _____ Date _____

Dean, Director, Vice President, or President _____ Date _____

Attach this form to purchase requisition in SAP.

