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 for Hospitality Related Expenditures from a Non-Hospitality Budget” form is available on the campus server at the following location:

   J:/Forms and Procedures/Hospitality

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