



Fullerton College Hospitality Approval & Justification Form

(Revised 09/03/2024)

Hospitality: In accordance to [Board Policy 6350 Hospitality](#), the District encourages public participation and awareness of college and college district programs and activities through direct personal contact with individuals and community groups. The Board of Trustees believes that the authorized activities specified under section 1.1 facilitate communication and increase public participation in college/district sponsored meetings, events, and activities.

I. PURPOSE

Event Title - Purpose _____

Div.: _____ Program: _____

Event Representative _____ Email _____ Ext. _____

II. AREA(s) OF HOSPITALITY BEING PROPOSED (check all that apply)

- Meals and/or Refreshments
 Promotional Items
 Service Recognition
 Awards
 Entertainment Services
 Community Outreach

III. EVENT INFORMATION

Event Date _____ Start Time _____ End Time _____ Location _____

IV. ATTENDEES (check all that apply)

of Attendees _____ Students Faculty Staff Alumni/Friends

V. **General Fund:** TYPE OF EVENT (ONLY choose 1 that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Instructional Supplies / Materials
(ACCT: 43000) | <input type="checkbox"/> Educational events sponsored by the Board of Trustees and Board Meetings
(ACCT: 52725) | <input type="checkbox"/> Service Club Membership Dues & Fees at the discretion of the Chancellor and or Vice Chancellors/President.
(ACCT: 52729) |
| <input type="checkbox"/> Functions for Volunteers
(ACCT: 52721) | <input type="checkbox"/> Breakfast, luncheon, and dinner meetings sponsored by state, municipal, county, or other communities agencies relating to college/district activities
(ACCT: 52726) | <input type="checkbox"/> Board Appointed Committee Meetings
(ACCT: 52730) |
| <input type="checkbox"/> Functions for Retiring Employees
(ACCT: 52722) | <input type="checkbox"/> Flowers & Cards for Special Occasions
(ACCT: 52727) | <input type="checkbox"/> Group Plan & Operational Meetings
(ACCT: 52731) |
| <input type="checkbox"/> Activities Honoring Individuals in Education
(ACCT: 52723) | <input type="checkbox"/> Seminars & Workshops only with prior approval of the Board of Trustees
(ACCT: 52728) | <input type="checkbox"/> Business Related Meals
(ACCT: 52732) |
| <input type="checkbox"/> College Week and/or Senior Days Activities
(ACCT: 52724) | | <input type="checkbox"/> Other activities to encourage public participation and awareness of college and district programs and activities through direct personal contact with individuals and community groups
(ACCT: 52733) |

V. **GRANT Fund:** TYPE OF EVENT (ONLY choose 1 that apply)

- Noninstructional Food (ACCT: **44410**)
 Contracted Svcs - Food (ACCT: **51960**)
 Food aid for Students (ACCT: **76610**)

VI.

Account to be charged: Fund: _____ Org: _____ Acct: _____ Prog: _____ Actv: _____

Relevant Quote(s) (Sodexo Invoice) Estimated Expense: \$ _____

Account Available Balance Checked: \$ _____

VII. APPROVERS

Business Office Name _____ Signature _____ Date _____

Div / Area Dean Name _____ Signature _____ Date _____

Vice President Name _____ Signature _____ Date _____

President Name _____ Signature _____ Date _____

***Please send through Adobe Sign in the following order:**

1. BusinessOffice@fullcoll.edu
2. **Division / Area Dean**
3. **Area Vice President**
4. **President of College**