

New and Updated Hospitality Account Codes

Fullerton College Administrative Services

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Fullerton College

BP 6350 Hospitality

Business and Fiscal Affairs

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.



Fullerton College

Food Purchases using Unrestricted General Funds

- These ACCOUNT Codes should be used for **Unrestricted General Fund** hospitality expenses within one of the 13 Board-approved hospitality categories noted in BP 6350 Hospitality.
- Each of these accounts (52721 to 52733) is one of the 13 Board approved hospitality categories.



1.1 The Board of Trustees hereby authorizes actual, reasonable and prudent expenditures incurred by the Colleges, North Orange Continuing Education Centers, and District Office for the following:

- 1.1.1 Functions for volunteers.
- 1.1.2. Functions for retiring employees.
- 1.1.3. Activities honoring individuals in education.
- 1.1.4. College Week and/or Senior Days activities.
- 1.1.5. Educational events sponsored by the Board of Trustees and Board meetings.
- 1.1.6. Breakfast, luncheon, and dinner meetings sponsored by state, municipal, county, or other community agencies relating to college/district activities.
- 1.1.7. Flowers and cards for special occasions.
- 1.1.8. Seminars and workshops only with prior approval of the Board of Trustees.

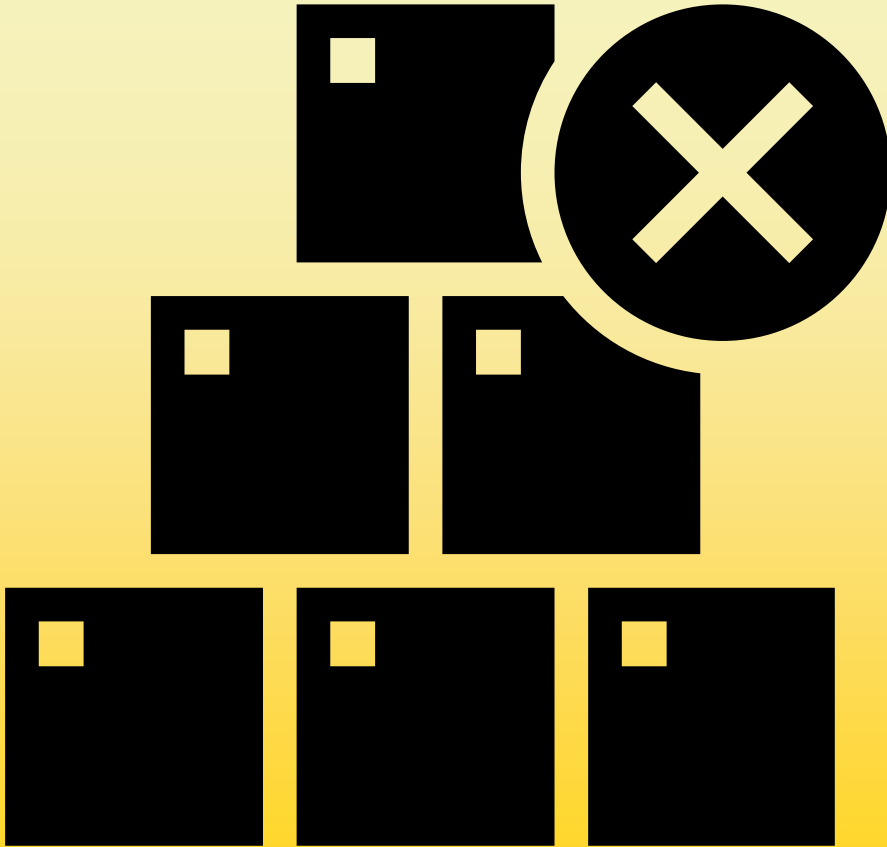
- 1.1.9. Service club membership dues and fees at the discretion of the Chancellor and/or Vice Chancellors/President.
- 1.1.10. Board-appointed committee meetings.
- 1.1.11. Group planning and operational meetings.
- 1.1.12. Business-related meals.
- 1.1.13. Other activities to encourage public participation and awareness of college and district programs and activities through direct personal contact with individuals and community groups.



Discontinued ACCOUNT Codes (No longer available)

Account Codes:

- 44400 – Noninst Supplies-
Food/Hospitality
- 51950 – Contracted Svcs-
Food/Hospitality
- 76600 – Food Vouchers



Unrestricted General Fund
FUND: 11100-14999



ACCT: 43000
Instructional
Supplies &
Materials



ACCT: 52721
Functions for
Volunteers



ACCT: 52722
Functions for Retiring
Employees

Unrestricted General Fund
FUND: 11100-14999



ACCT: 52723

Activities Honoring
Individuals in
Education



ACCT: 52724

College Week and or
Senior Days Activities



ACCT: 52725

Educational events
sponsored by the
Board of Trustees and
Board meetings



**Unrestricted General Fund numbers
are 11100-14999.**



ACCT: 52726

Breakfast, luncheon, and dinner meetings sponsored by state, municipal, county, or other communities agencies relating to college/district activities



ACCT: 52727

Flowers & Cards for Special Occasions



ACCT: 52728

Seminars & Workshops only with prior approval of the Board of Trustees



Unrestricted General Fund
FUND: 11100-14999



ACCT: 52729

Service Club
Membership Dues &
Fees at the discretion of
the Chancellor and or
Vice
Chancellors/President



ACCT: 52730

Board Appointed
Committee Meetings



ACCT: 52731

Group Plan &
Operational
Meetings

Unrestricted General Fund
FUND: 11100-14999



ACCT: 52732

Business Related
Meals



ACCT: 52733

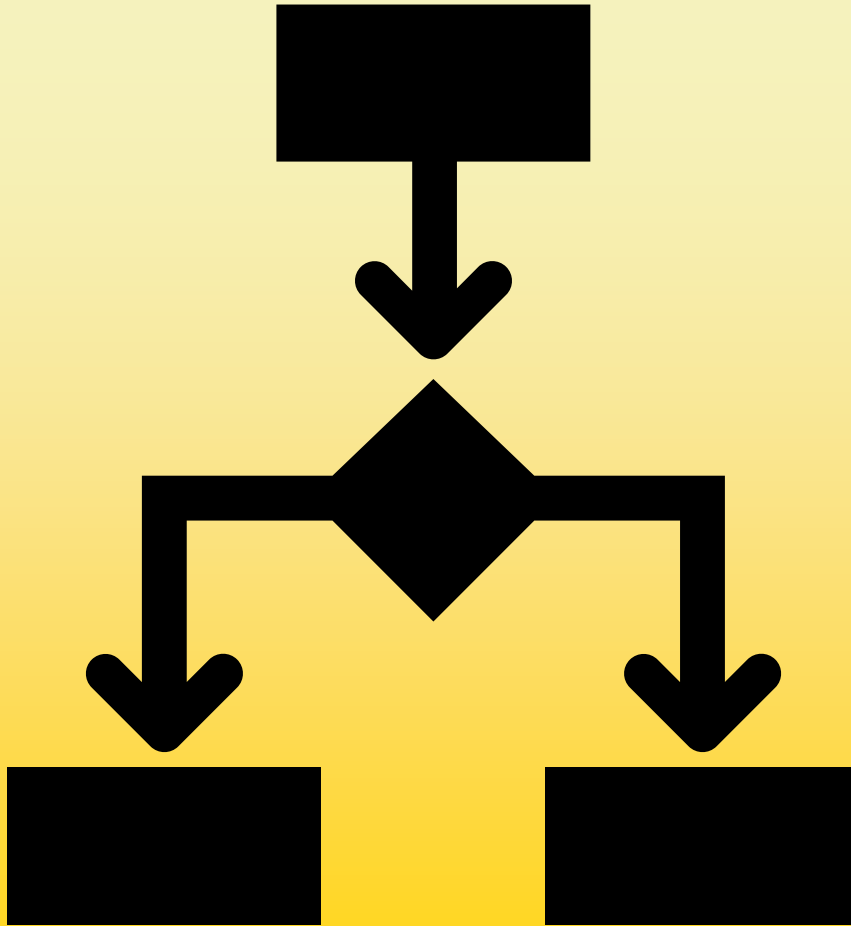
Other activities to encourage
public participation and
awareness of college and district
programs and activities through
direct personal contact with
individuals and community groups



New Account Codes for Grants Only

Account Codes:

- 44410 – Noninst Food
(Grant-Funded)
- 51960 – Contracted Svcs-Food
(Grant-Funded)
- 76610 – Food aid for students
(Grant-Funded)



44410 – New account.	Noninst Food (grant-funded)	<p>Use this account code only for grant-funded food and food supplies that are an allowable use of grant funds.</p> <p>This includes: * Food purchased for student trips/conferences, program events, community events, and other grant-sponsored activities.</p> <p>Do NOT use this account code for: * Food assistance given to students as non-cash student aid such as food vouchers or food purchased for a food pantry for students. See account code 76610.</p>
51960 – New account	Contracted Svcs-Food (grant-funded)	<p>Use this account code only for grant-funded contracted food/meal services (e.g. catering) that are an allowable use of grant funds.</p> <p>Do NOT use this account code for: * Food assistance given to students as non-cash student aid such as food vouchers or food purchased for a food pantry for students. See account code 76610.</p>
76610 – New account	Food aid for students (grant-funded)	<p>Use this account code only for grant-funded food assistance given to students as non-cash student aid that is an allowable use of grant funds.</p> <p>This includes: * Food vouchers to be given to individual students as non-cash student aid. * Food purchased for a food pantry for students.</p>



**Thank
you!**



Fullerton College