



DOCUMENT ID	TITLE	EFFECTIVE DATE:
AP0004	CHARTWELLS OFFICIAL HOSPITALITY/FOOD PURCHASES	03/14/2019
REVISION 0.0	PREPARED BY: KRISTIE COURTNEY ACCOUNTS PAYABLE & TAX MANAGER	REVISION DATE:

This guidance document is intended to outline the procedure associated with processing Chartwells invoices for official hospitality and food purchases.

Chartwells Official Hospitality/Food Procedure

1. Book catering event and provide the following:
 - a. **Contact information** - name and phone number for the person booking the event
 - b. **Billing and contact information** -
 - i. Fund and Org to be charged for the event; if the event will be paid with foundation funds, please state "foundation"
 - ii. Name, phone number, and email address for the person who will receive the emailed copy of the invoice from Chartwells
 - c. **Billing entity** - the name of your department or organization
2. Confirmation copy is sent by Chartwells to the contact person (step 1.a. above)
3. Confirmation copy is signed by the contact person (step 1.a. above) and returned to Chartwells
4. Event is held
5. All Chartwells payment requests must include*:
 - a. Completed ICD form
 - b. Invoice from Chartwells
 - c. Confirmation copy from Chartwells
 - d. Date of the event or meeting
 - e. Name or description of the group
 - f. Nature and the objective or goal of the official function
 - g. Number of outside guests and a list of the outside guests present, when feasible (20 or less)
 - h. Number of WSU/State employees and a list of the employees present, if meals were provided

- i. Required approvals:
 - i. Restricted use funds (RU) require approval from the appropriate Budget Officer
 - ii. Tuition funds (A2000) require approval from the President or appropriate Vice President
 - iii. General use appropriated funds (A0003) require approval from the President
6. Invoice and confirmation copy are emailed by Chartwells to the billing contact person (step 1.b. above) who then:
 - a. Prepares an ICD (including all required information as detailed in number 5) above, and sends the ICD to Financial Operations, Campus Box 38, or
 - b. Forwards the invoice to the appropriate individual in the department who is responsible for completing step 6.a, above
7. Completed ICD reviewed by Financial Operations
 - a. Department will be contacted by Financial Operations if additional information is needed
8. ICD is processed for payment

*At this time, Financial Operations does not require a **specific** form for the event details.