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**To:** [pcbodist@coyote.csusm.edu](mailto:pcbodist@coyote.csusm.edu)  
**Subject:** [Pcbodist] PCBO Notice: New Hospitality Quick Reference Guides  
**Date:** Thursday, October 28, 2021 6:09:52 PM  
**Attachments:** [Hospitality Quick Guide for Approvers October 2021.docx](#)  
[Hospitality Quick Guide for Requestors October 2021.docx](#)  
[ATT00001.txt](#)

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## **Partners in Campus Business Operations Requestor and Approver Hospitality Quick Reference Guides**

### ***On behalf of Business and Financial Services:***

Attached please find two new hospitality quick reference guides, one for a requestor (may also be used by reviewers) and the second is for those who approve the hospitality. These are also posted on the Accounts Payable website.

The purpose of these guides is to provide a quick reference to use when submitting or approving the hospitality to help ensure that the request is within the CSUSM Guidelines.

These are supplemental resources and please continue to refer to the detailed guidelines found on the [Accounts Payable Website](#) as needed.

Thank you,

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