



Please note the following:

- One (1) form is required per event
- An event which takes place over multiple consecutive days is considered one event
- One (1) form may be submitted for multiple dates of the same event type

Requestor Info	
Full Name: XXXXXXXXXXXXXXXXXXXX	Requestor: XXXXXXXXXXXXXXXXXXXX email
Department: Global Education	Department putting on the event

Hospitality/Event Info	
Description/Title of Event or Program: International Coffee Hour- 02.09.23	
Please explain the business purpose of this expense and the benefit to the CSU: International Coffee Hour creates cross-cultural business opportunities for diverse students to engage meaningfully. Business purpose and benefit to the University	
Event Start Date: 02/09/2023	Event End Date: 02/09/2023
Location/Venue of Event: Tukwut Courtyard	

Attendee or Recipient Type (Please check all that apply)	
<input type="checkbox"/> Donor	<input type="checkbox"/> Spouse or Domestic Partner
<input type="checkbox"/> Faculty, State and Auxiliary Staff, Student Assistants	<input checked="" type="checkbox"/> Student
<input type="checkbox"/> Official Guests	<input type="checkbox"/> Student Athlete
<input type="checkbox"/> Research Participant	<input type="checkbox"/> Other

Will there be Food and Beverage at this event? Yes

Please include backup documentation that includes the per person calculation for every meal.



Will there be Alcoholic Beverages at this event? No

Are gift cards part of the event? No

Hospitality Categories and Funding Information (Please check all that apply)	
<input type="checkbox"/> Awards and Service Recognition	<input type="checkbox"/> Memberships in Social Organizations (Auxiliary funding only)
<input type="checkbox"/> Bereavement Gift Expenditures	<input type="checkbox"/> Participation Incentives – Research funded survey/study or student participation in events
<input type="checkbox"/> Community Relations	<input type="checkbox"/> Participation Incentives – other (Auxiliary funding only)
<input type="checkbox"/> Donor Gifts	<input type="checkbox"/> Professional Conference, Meeting, or Reception
<input type="checkbox"/> Employee Business Meetings	<input type="checkbox"/> Promotional Items
<input type="checkbox"/> Employee Morale and Recognition	<input type="checkbox"/> Recreational and Sporting Events (Athletics only)
<input type="checkbox"/> Fundraising	<input checked="" type="checkbox"/> Student Recruitment, Engagement, or Recognition

Chartfield Information						
Number of Chartfields: 2		**If you have more than 3 Categories and/or Chartfields, please attach Excel file.				
1. Payment Method: ProCard (Must be allowed per ProCard guidelines)						
	Fund	Dept	Program	Class	Project	Amount
	00000	0000				\$ 244.00
Vendor(s): Sodexo						
2. Payment Method: ProCard (Must be allowed per ProCard guidelines)						
	Fund	Dept	Program	Class	Project	Amount
	00000	0000				\$ 241.00
Vendor(s): Costco						
3. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
Hospitality Expenses Estimate: \$						485

Required Attachments if applicable or if not previously attached:



Please attach an agenda, flier, invitation, or event announcement and for smaller events, a list of attendees.



If this is a Catering event, please attach the Catering estimates/quotes for all expenditures and cost per person.
 **Please note that ALL Caterers must be selected from the [CSUSM Corporation Approved Caterers List](#).

Reminders:

Please make sure to choose an allowable payment method based on procedures/guidelines (e.g. Use ProCard as first option for allowable items, no Direct Pay for services, Purchase Order for services and anything with an agreement.)

Direct Pay – An approved copy of this form must be attached to the [Direct Pay Form](#)

ProCard – An approved copy of this form and the itemized receipt for purchases must be attached to the monthly reconciliation statement

If using a catering service other than Sodexo over \$250.00 a First Right of Refusal is needed from Sodexo.

If providing promotional items or participation incentives that cannot be fulfilled by the bookstore and that have a CSUSM logo, wording, lettering, or imply affiliation with CSUSM a First Right of Refusal is needed from the bookstore.



I have read the information above and acknowledge that I have the responsibility to complete future actions

international COFFEE HOUR!

Where: Tukwut Courtyard

When: Thursday, February 9th

Time: U-HOUR



see you there!

Estimated Cost Per Person

Name of Event: International Coffee Hour

Date of Event: February 9, 2023

Location: Tukwut Courtyard

Number of Students Attending: 100

Store/Restaurant: Sodexo & Costco

Cost Estimates:

Sodexo:

1. Coffee, Lemonade, & Iced Water= **\$ 244.00**

Costco:

1. Madeleines= \$6.69 (x4)= \$27.00
2. Nutri-Grain=\$14.49 (x2)= \$29.00
3. Frito Lay Classic Variety=\$14.99 (x2)= \$30.00
4. Pringles=\$15.99 (x2) =\$32.00
5. Nature's Garden=\$15.89 (x2)=32.00
6. Snacking Nuts Variety=\$14.99 (x2)= \$30.00
7. Guacamole= \$15.99 (x2) =\$32.00
8. Tortilla Chips= \$6.09 (x2)= \$12.20

COSTCO TOTAL=\$224 (not including tax) + 7.5% tax= **\$ 241.00**

Estimated Total: \$ 485.00

Cost per Person= 485/100= (\$5 per student)

Order Name: **International Coffee Hour 02.09.23**

CSU San Marcos
Catering Services by
Sodexo
 333 South Twin Oaks Valley Rd, San
 Marcos, CA 92096
 760-750-4760

ORDER #13434

Thursday, 2/9/2023

Ordered On: 1/26/2023



Confirmation Pending

Customer Information

First Name:	Ayari
Last Name:	Valenzuela Macias
Address:	333 S. Twin Oaks Valley Road
City:	San Marcos
State:	CA
Zip Code:	92096
Email:	avalenzuela@csusm.edu
Phone:	760-750-4090
Click To View Policies. Initial to Accept:	avm
Mobile Phone:	760-613-9847

Delivery / Pickup Information

Method:	On Campus Delivery
Event Contact:	Ayari Valenzuela Macias
Contact Phone:	760-750-4090
Building:	CRAVEN
Floor:	3
Room # / Room Name:	Tukwut Courtyard
Purpose of Event:	International Coffee Hour

Event Information

Guest Count:	100
Pick-up/ Delivery Date:	Thursday, 2/9/2023
Event Set and Ready By Time:	11:30 AM
Guest Arrival Time:	12:00 PM
Event Pick Up Time:	1:30 PM

Payment Information

Payment Type :	Pro-Card
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BEVERAGES

	Qty.	Price	Ext.
Brewed Regular Coffee - per gallon	6	\$19.99	\$119.94
Country Time Lemonade - per gallon	6	\$15.99	\$95.94
Ice Water with Lemons, Limes and Oranges - per gallon	1	\$9.99	\$9.99

Order Summary		Order Totals	
Beverages		Sub Total	
\$225.87		\$225.87	
Print Name: _____ (of fiscal Authority)		Tax (7.75%)	
		\$17.50	
Signature: _____ (of fiscal authority)		Order Total	
		\$243.37	
		Balance Due	
		\$243.37	

Special Instructions

COSTO FOOD ESTIMATES





