RESET FORM

COLLEGE OF SOUTHERN NEVADA
HOSTING EXPENSE CHECKLIST

(MUST BE ATTACHED TO PAYMENT DOCUMENT FOR REIMBURSEMENT)

1. Is a valid payment document provided (RX, LPO or PV per policy) with the dated Vendor Invoice/Receipt?

attached? (Open purchase orders are not permitted for hosting expenditures.) ☐ Yes ☐ No

2. Business Reason for Hosting Expenditure – Explain the benefit provided to CSN per hosting policy:

_____

_____

3. Location of Hosted event: _____

4. Who is being hosted? (See descriptions outlined below.)

A. If hosting less than <u>20</u> persons, <u>all</u> names must be included:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. **If hosting 20 or more individuals, state the headcount and attach some evidence of who attended.**

_____

5. Host expenditure is charged to a valid account in one of the following allowed funds and includes the proper object/sub-object combination? (For 8230, 83xx and 8458 funds, use object code **25** with the appropriate sub-object code from SOBJ. Use object/sub-object combination **30/42** for fund 8777 **only**.)

8230 – Unrestricted institutional funds
83xx – Grant, contract or gift accounts where the donor or sponsor specifically provides for hosting
8458 – Student government funds
8777 – Agency funds ☐ ☐

Note: State Accounts (with a prefix "81_ _") and Soft Money Accounts (with a prefix "8223") CANNOT be used for hosting.

6. If the account has a sub-org, is it on the payment document? (Refer to SORG.) ☐ Yes ☐ No

If there is additional information that you feel will be helpful in processing the referenced request for reimbursement, please attach the explanation to this form and the accompanying payment request.

Revised August 2007