

Did You Know? Line Memos, Personal Purchases, Catering Exception Form, and Nametags

1. Memo Explanations

When reconciling transactions in Workday, please be sure to include a **description of what was purchased in the memo line**. If the transaction is out of the ordinary, please provide a brief statement noting the **business purpose** of the purchase in the memo line. Every transaction should have an identifiable business purpose for the use and benefit of the College. Attached is a chart with examples of acceptable and unacceptable memos. If the P-Card team finds a memo to be inadequate, the transaction will be sent back for revision.

2. Facial Tissue/Kleenex and Personal Purchases

Items for personal use, like break room amenities or tissues, should not be purchased using the P-Card. Please reference the P-Card manual, section G. Restrictions, number 3:

Facial Tissue/Kleenex purchases are only allowable if they will be used in **public areas**.

Items for Personal Use – Under no exceptions should a Cardholder use the P-Card for personal use purchases or payments for personal services. Any employee who makes these unauthorized purchases with the P-Card will be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. In addition, the Cardholder must complete and obtain required signatures on the *P-Card - Personal Purchase Affidavit* form found in the *Forms and Links* section on the P-Card website

Tissue purchases should also be reconciled to a **non-state account**. When reconciling transactions with tissues, please be sure to make note of the areas the tissues will be placed/used in the memo line.

3. Catering Exception Form

An approved **Catering Exception Form** is **always** required *prior* to using the P-Card to purchase **food** from a supplier other than Chartwells, CSN's food service and catering provider, for occasions such as hosting events, departmental meetings, et cetera. **This includes prepackaged snacks**. Attached is the updated Catering Exception Form.

4. Nametag Ordering from Divine Line

Please order all nametags from Divine Line. Attached is a blanket commodity approval letter for nametag purchases from Divine Line. Please review this letter prior to placing an order.

Please reach out if you have any questions or concerns about this information!

Memo Examples

What was purchased	Unacceptable Memo	Acceptable Memo
Duct sealant, 10-5/16 X ¾ Hex Washer, 1/4" screws	WO-422167	Duct sealant, screws, washers, for WO-422167
Mushrooms, Lysol wipes, hand sanitizer	Groceries	Groceries and cleaning supplies for (culinary program, biology, ECE, etc.)
Party banner, foil fringe curtains background, tablecloths, party hats 100 ct.	Loteria Event	Event decorations (curtains, banners, tablecloths, party hats) for Loteria event
Gloves, saline, masks, microscope slides	For microbiology	Gloves, masks, saline, microscope slides for microbiology
CSN T-shirt with logo from the bookstore	Uniform	Uniform for employee John Doe

The P-Card team will send back transactions that contain unacceptable memos to request more detailed information.



Department of Auxiliary Services

CATERING REQUIREMENTS AND EXCEPTIONS

On campus catering is provided by Chartwells. For College events that have unique requirements, you can request an exception to this process. Exceptions are reviewed on a case-by-case basis.

Key considerations for an exception include, but are not limited to, the intended audience and anticipated attendance; if the event is private, requires registration, or is open to the public; the intended recipient of event proceeds and/or profits; if Chartwells cannot offer the requested menu items or cannot offer the service at the requested event day/time. Additional consideration is given to CSN organizations holding a fundraiser.

CSN continues to monitor all guidelines related to safe food handling from the Southern Nevada Health District and Clark County. The following guidelines must be implemented for all catering exceptions. Your request for an exception must include documentation for how you will maintain these guidelines if an exception is granted.

- ☐ If the food service provider will be delivering and serving food on a CSN campus, submit a purchase requisition in Workday. A purchase order must be issued prior to services being received.
- ☐ Agree that only disposable dishware and flatware will be used.
- ☐ Agree to follow SNHD and Clark County guidelines.

Please be advised that these guidelines are subject to change.

Please contact Auxiliary Services at Auxiliary.Services@csn.edu for more information regarding the catering exception process.



CSN and Chartwells

Catering Exception Request Form

Requestor: _____

Phone: _____ Email: _____

Event Name: _____ Date: _____ Time: _____

Campus: ☐ Charleston ☐ North Las Vegas ☐ Henderson Building _____ Room _____

Event Details: _____

Donor/Sponsor(s) (list all): _____

Intended audience: _____

Is the event private? ☐ Yes ☐ No Does the event require registration? ☐ Yes ☐ No

Admission Fee: ☐ Yes ☐ No Amount: _____ If yes, who receives proceeds?

Intended menu items: _____

Budget: _____

Submitted by: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Decision: ☐ Approved ☐ Declined Amount: _____

Rationale: _____

Signature: _____

Name Tags

Name tags identify college personnel on or off campus. In order to produce, review the following:

- **Step 1:** Contact Divine Line to produce your name tags and request a quote.
- **Step 2:** Email Divine Line the [name tag template](#) provided, along with the list of names and their corresponding details.
- **Step 3:** Request a proof from Divine Line. Once you've reviewed and confirmed that everything is accurate, you may approve the order and proceed with your purchase. Marcom has a blanket commodity request approval in place with Purchasing, so there's no need to contact Marcom for commodity approval.
- **Step 4:** Complete your purchase via P-Card or requisition.



[Name Tag Template](#)

If you have questions regarding the purchasing process, please contact purchasing2@csn.edu for further assistance.

Vendor information:

Divine Line

Brian Safier

bsafier@divineline.me

(702) 372-6372

Name Tag Style Sheet

COLLEGE LOGO

College of Southern Nevada
Horizontal logo

TAG BACKGROUND

Color: Brushed Metal



NAME

Arial Bold
Font-size: 16 pt
Space After: 0.0425 in
Color: Black

DEPT. OR OFFICE

Arial Regular
Font-size: 12 pt
Color: Black

POSITION TITLE

Arial Regular
Font-size: 12 pt
Space After: 0.0425 in
Color: Black

ADDITIONAL ELEMENTS

Only the approved elements listed here may be included on CSN name tags.
Pronouns and other unlisted additions are not permitted.

October 20, 2025

CSN Purchasing Office

Subject: Blanket Approval for Name Badge Orders – College of Southern Nevada

To Whom It May Concern,

This letter confirms that the College of Southern Nevada (CSN) Marketing and Communications department grants blanket approval for the purchase of name badges from Divine Line. This authorization applies to all future orders, provided they meet the following requirements:

- **Logo:** Use the official CSN “pinwheel” logo with the “CSN” wordmark in its horizontal, full-color version, without additional text.
- **Color:** All logos and text must use CSN’s official colors as defined in the CSN Style Guide.
- **Fonts:** Only CSN-approved fonts, as outlined in the Style Guide, may be used.
- **Specifications:** Badge material, size, and font size must follow the CSN Style Guide.
- **Design Variations:** Any deviations or special requests must receive prior approval from the CSN Marketing and Communications department.

This blanket approval is effective as Oct. 20 and remains valid until revoked in writing by the CSN Marketing and Communications department. Individual CSN departments are authorized to place orders directly with Divine Line under these terms.

By fulfilling an order, Divine Line confirms that all badges comply with CSN’s branding and product specifications.

We appreciate our continued partnership.

Sincerely,

Steve Goebel

Executive Director, Marketing and Communications

College of Southern Nevada

(702) 651-5465

steve.goebel@csn.edu