

For CSN Interdepartmental Charges:

Russell's Restaurant Interdepartmental Voucher (IV/IX) Payment Policy

If an entity within the College of Southern Nevada (CSN) makes a reservation for a party of five or more at Russell's Restaurant and the preferred form of payment is an IV/IX, the following procedures must be followed:

1. Russell's Restaurant will provide an invoice to the CSN entity making the reservation. The invoice will contain Russell's Restaurant's sales account number and the estimated cost of the event.
2. The CSN entity making the reservation will complete an IV/IX directing funds into the account provided by Russell's Restaurant. The dollar amount should be left blank on the IV/IX. It will be filled in the day of the event. The signed, original copy of the IV/IX should be delivered to Russell's Restaurant two weeks before the event. Russell's Restaurant will securely store the IV/IX until the event.
3. Upon completion of the event, Russell's Restaurant will present the invoice, the register receipt and the signed IV/IX to the representative for the CSN entity holding the event. The representative will fill in the dollar amount to be paid and initial the entry in the presence of the managing instructor of Russell's Restaurant. On a hosting event, the representative will provide the completed Hosting Checklist signed by the appropriate Vice President, a list of the attendees, and any flyers or documentation pertaining to the event. The managing instructor will then provide the representative with a copy of the invoice, the register receipt and the completed, signed/initialed IV/IX.
4. Russell's Restaurant will submit the IV/IX with backup documentation (e.g. required hosting documents) to the Controller's Office within three days.