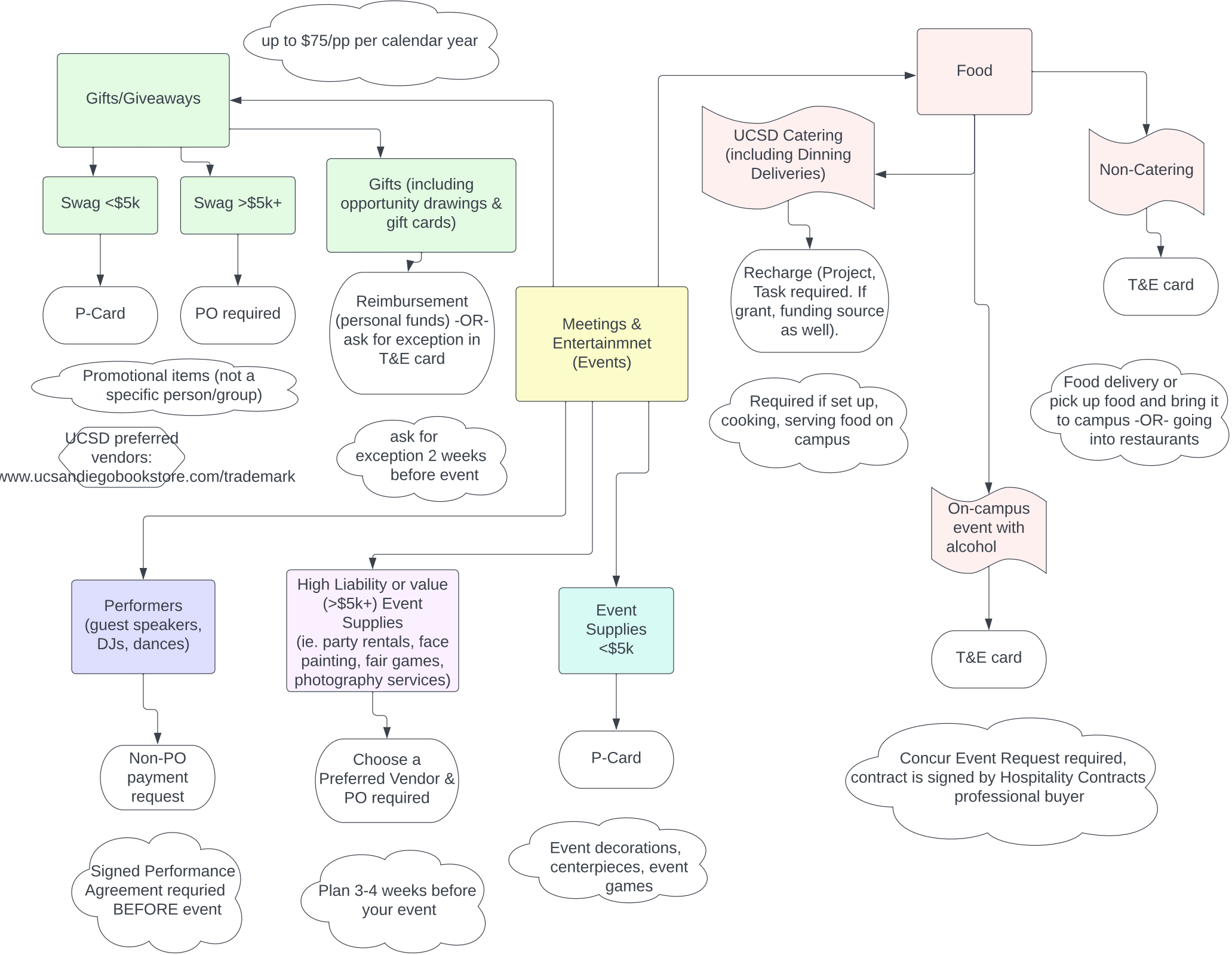
up to $75/pp per calendar year
Gifts/Giveaways
Swag <$5k
Swag >$5k+
Gifts (including opportunity drawings & gift cards)
P-Card
PO required
Reimbursement (personal funds) -OR- ask for exception in T&E card
Promotional items (not a specific person/group)
UCSD preferred vendors: www.ucsandiegobookstore.com/trademark
ask for exception 2 weeks before event
Meetings & Entertainmnet (Events)
Food
UCSD Catering (including Dinning Deliveries)
Non-Catering
Recharge (Project, Task required. If grant, funding source as well).
T&E card
Required if set up, cooking, serving food on campus
Food delivery or pick up food and bring it to campus -OR- going into restaurants
On-campus event with alcohol
T&E card
Concur Event Request required, contract is signed by Hospitality Contracts professional buyer
Performers (guest speakers, DJs, dances)
High Liability or value (>$5k+) Event Supplies (ie. party rentals, face painting, fair games, photography services)
Event Supplies <$5k
Non-PO payment request
Choose a Preferred Vendor & PO required
P-Card
Signed Performance Agreement requried BEFORE event
Plan 3-4 weeks before your event
Event decorations, centerpieces, event games