

# Payments to Vendors for Catered Meals Questionnaire

**NOTE:** Please remit this form and appropriate support to the Controller's Office for processing.

Event name:

As a State-supported institution, the College of Charleston (CofC) is restricted by State regulations when paying meal expenses including catered meals, boxed lunches, and snacks for employees. This questionnaire guides you as to the appropriate documentation which is required when utilizing State funds to pay the expenses for catered meals, including those provided by any on-campus provider such as Aramark. For additional information, please refer to the Controller's Office Regular Disbursements policy located on our web site at <http://controller.cofc.edu/>.

**Please forward this completed questionnaire along with your Interdepartmental Transfer (IDT) to the Controller's Office prior to obligating any State funds.**

**Call or email Patrick Fillippa in the Controller's Office at (843) 953-0365 or [fillippapm@cofc.edu](mailto:fillippapm@cofc.edu) if you have questions.**

**If you plan to split the cost of the event between State Funds and another funding source ( e.g. CofC Foundation or CofC Cougar Club), please forward a copy of the completed questionnaire form along with the IDT to the respective entity for approval, prior to submitting to the Controller's Office.**

1. What type of funds will be used to fund the expenses of this event (please only check one)?

Funded entirely by CofC Foundation or CofC Cougar Club.

- NOTE: If you do not plan to pay with any State Funds, STOP HERE, you do not need to complete this form.** You should contact the appropriate business office if you plan to use funds entirely from the CofC Foundation or CofC Cougar Club. For any expense which you plan to pay for with funds from these sources, please send your invoice directly to the respective

Funded entirely by State Funds.

- NOTE:** Any money administered by the College and held by the State Treasurer's Office is considered State/College Funds. The payment of alcoholic beverages and related bar services (setup, bartending, corkage fee, liquor license, etc.) with State Funds or from any College account is strictly prohibited. Invoices reflecting charges for alcoholic beverages and bar services cannot be processed by the Controller's Office.

- Funding split between State Funds, CofC Foundation, or CofC Cougar Club (Prior approval from Foundation and Cougar Club required).

2. Please list the index numbers from where the charges will be funded.

Index number

Department name

<input type="text"/>	<input type="text"/>

3. List the date of the event, the name of the department sponsoring the event, and the event title. Indicate whether the event is considered a *statewide, regional, or district meeting*. If this is a statewide, regional, or district meeting with College employees including faculty/staff members in attendance, the number of College employees is limited to 25% of the total guest roster. In other words, at least 75% of those attending the statewide, regional, or district meeting must be employees of other agencies or outside organizations. Spouses and other immediate relatives/guests of College employees and trustee members are not considered eligible participants. **NOTE:** If this is a student event, please see number 6 below.

Some examples of statewide, regional, or district meetings include gatherings of members of professional organizations such as agency heads, financial officers, counselors traveling from around the state to conduct business that benefits the College and the State. Regular faculty/staff meetings, including advisory as well as board of trustee meetings are not considered statewide, district, or regional meetings.

Event name:

4. Please state the *business purpose and benefits* of your meeting to the College of Charleston and the State. For example, the presidents of the state colleges and universities will hold regular quarterly meetings. Some benefits such as the one in this example are self-explanatory and do not require additional information. However, if you are uncertain, please check with the Controller's Office.

5. List the **names and employers of the individuals** who **attend** the meeting on page three of this form (Event roster list). If this is a statewide, regional, or district meeting with College employees including faculty/staff members in attendance, the number of College employees is limited to no more than 25% of the total guest roster attendees. In other words, at least 75% of those attending the statewide, regional, or district meeting must be employees of other agencies or outside organizations. Spouses and other immediate relatives/guests of College employees and trustee members are not considered eligible participants.

6. Food services/supplies for student events must be ordered based only on the number of students invited/expected to attend. If the event extends to a specific group of participants, a list of the participants who **attend** (Students/Faculty/Staff, etc.) the event is required to be attached to this form and the IDT. If the invitation list extends to a general population of students, other documentation such as an event flyer, brochure, program agenda denoting the targeted audience, etc. will suffice.

DISPOSITION AND ROUTING INFORMATION

Requested by:

Signature

Printed name

Email

Phone number

Date

Approved by:

Signature

Printed name

Email

Phone number

Date

RESERVED FOR CONTROLLER'S OFFICE COMMENTS ONLY:

