

HOST FUND PROCEDURE

Revised 12/4/23

Host expenditures may be incurred for reasonable expenses for meals, beverages, flowers and small gifts (such as mementos) by or on behalf of employees or guests of the NSHE or one of its institutions in the conduct of necessary business in accordance with [Policy 7-3-1:WNC Purchasing Procedures](#), [Board of Regents Handbook, Title 4, Chapter 10, Section 25](#) and [the NSHE Procedures and Guidelines Manual, Chapter 5, Section 1](#).

I. **APPROVAL**

Requests to utilize Host Accounts should be completed in advance of purchases to verify funds and allow time for the proper transfer of funds if needed.

Requestors should complete the "Host Expense and Documentation Approval Form" Located on the Controller's Office website:

<https://wnc.edu/controller/financial-services.php>)

Required Attachments:

- agenda or flyer (mandatory)
- list of attendees (if available/applicable)
- official quote from vendor (if applicable)

If the request includes the purchase of alcohol, the President's approval is required. Please see sample memo for requests below.

Submit the completed form with attachments to the appropriate office contact for approval of use of host funds.

- Host Requests less than \$200 must be submitted 1 week prior to the event.
- Host Requests greater than \$200 must be submitted 3 weeks prior to the event.

Once approved, the signed form will be returned to the requesting department.

II. **TRANSFER**

The requester is responsible for initiating a transfer of funds from a proper non-state account into the approved host account through an Accounting Journal. **If the host fund request exceeds the balance available in the host account, transfer will need to be made** prior to the requisition being done in Workday.

Workday Help:

- [Create Journals](#)
- [Host Journal Transfer Sample](#)

III. **REQUISITION**

The requestor will complete a **Create Requisition in Workday** if using an approved vendor. After the purchase takes place, **Receipt in Workday**.

Workday Help:

- [Create Requisition – Goods or Services](#)
- [Receipts](#)

IV. **REIMBURSEMENT**

If an employee pays for host items out of their own pocket and needs to request reimbursement, **complete a Create Expense Report or Create Expense Report for Worker in Workday**.

Attach the approved **Host Expense and Documentation Approval Form** and receipt(s).

Workday Help:

- [Create an Expense Report – Hosting](#)

V. **SAMPLE ALCOHOL REQUEST MEMO**

MEMORANDUM

Date: **06/01/23**

To: Kyle Dalpe, President

From: NAME, TITLE

RE: Alcohol Use Permission | **Classified Employee Appreciation** | **July 7th , 2023 | 12:00-5:00pm**

The Western Nevada College is hosting the **Classified Employee Appreciation** to be held at **Wild Island Coconut Bowl** on **July 7th , 2023**, from **12:00 to 5:00pm**. In accordance with Policy 1-6-1: Possession and Purchase of Alcoholic Beverages, I would like to request permission to offer alcoholic beverages at/for this event.

President's Signature

Date