
**CONTROLLER'S OFFICE
CAMPUS LIFE SERVICES – RETAIL SERVICES
CATERING CHARGE PROGRAM POLICY**

1.1 Purpose

The Catering Charge Program offers UCSF departments a simple and alternative option to charge their catering orders obtained from participating vendors located at various UCSF campuses. The program provides quick payments to the participating vendors and simplifies the required paper-work processes for campus departments.

This summary of the program should be reviewed by any departments prior to agreeing to use the program. This program does not replace UC Business and Finance Bulletin BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions. The Catering Charge Program is to be used in tandem with BUS-79.

1.2 Authorization

Prior to utilizing this program, a department must complete an Agreement form. The completed agreement form must be signed by the department head. A department finance person should also be listed on this form to be contacted in the event of questions regarding any invalid speedchart and/or details regarding the catering activity. The original of this form will be kept on file with CLS.

A copy of the signed agreement form must be readily available in the department in the event it is requested during an audit. The signature on the application form will be compared with the department head's signature on completed catering charge forms.

1.3 Business Procedures

Participated UCSF departments must follow the procedures outlined below when utilizing the catering charge program:

- Place an order with any participating vendors via fax, phone, email, or in person. A Low Value Purchase Order Number (speedchart) must be provided on the order form.
- Upon picking up or receiving the order, the department must obtain
 - A charge receipt
 - An original itemized receipt
 - A CLS Retail Services Catering Charge Form
- Complete the CLS Retail Services Catering Charge Form
- Obtain appropriate approval signature(s) on the Catering Charge form as required by BUS-79
- File the completed and approved Catering Charge form with the original itemized receipt (for each event) at the department and follow the record retention guidelines as described in 1.4

Once the department has signed the agreement to participate in this program, a check request form (U5) may not be used for any payment to any CLS affiliated catering vendor. Accounts Payable will return any such check request form received.

1.4 Department Documentation

It is the department's responsibility to keep all supporting documentation for each catering order. These records should be easily accessible in the event of an audit. Documentation must be retained for a period of five fiscal years. Documentation should be retained at the department for the current fiscal year and prior fiscal year. Other years may be archived, until the scheduled destruction date, at an offsite location.

Required Documentation for each order:

- Charge receipt
- Original itemized receipt (i.e., order form, picking slip, etc.)
- Completed CLS Retail Services Catering Charge Form
 - Type of expense (i.e., lunch, dinner, etc.)
 - Purpose of the event (i.e., official guest, staff meeting, etc.)
 - Number of participants, names, and business-related relationship to the University
 - Date and location of the event
 - Host's signature and printed name (if applicable)
 - Department's name
 - Department Head's signature and printed name
 - Dean's or Vice Chancellor's signature and printed name if expense is an exception to policy.

(Refer to Appendix A of BUS-79 for additional details)

1.5 Reviewing Process

All usage of the CLS catering charge program is subject to random and periodic audits to ensure compliance with UCSF's overall policies and the regulations outlined in the University of California's Business and Finance Bulletin BUS-79: Expenditures for Entertainment, Business Meetings, and Other Occasions. The Controller's Office and the Internal Audit Team will randomly and periodically review transactional activity reports and supporting documentation as deemed necessary to ensure adherence to the University policies. If an audit reveals a policy violation, the department head and appropriate authority will be contacted and disciplinary action assessed based on the type of violation.

The following are types of reviews that will be conducted:

- Daily reviews
 - US Bank will charge the appropriate UCSF bank account for transactions processed from the previous day. General Accounting will notify A/P the amount of the debit via email.
 - CLS will go into US Bank's Access Online system and review the credit card account's activity. CLS will look for missing speedchart and review the charges to see if anything looks out of the ordinary. If a speedchart number is incorrect, CLS will contact the department for the correct information and enter the correction in US Bank's system. CLS will email A/P the total amount of the daily transactions to be compared to the actual bank debit. CLS will also review to make sure the department is signed up for the program. CLS will ensure backup coverage to the described functions.
 - Accounts Payable will compare the daily total amount of the debit received from General Accounting to the daily total amount of charges received from CLS and will post the debit entry to the ledger.
- Monthly reviews
 - Accounts Payable will receive a monthly file from US Bank to load into the accounts payable system. A/P will also review the charges to make sure the

department is authorized to use the program. A/P will randomly select charge transactions to be audited. This may be based on dollar amount, number of departmental charges, or simply by picking a transaction. The department will be contacted either in person or by phone and requested to produce all supporting paperwork, including the receipt from the catering vendor and the "Retail Services Catering Charge Form".

- CLS will receive a monthly statement from US Bank and will be required to sign the statement as having reviewed it for accuracy, and forwarded it to A/P.
- Quarterly reviews
 - A/P will conduct site visits to every department to physically inspect documentation of selected charges.
- Follow-up reviews
 - These reviews are conducted based on findings, as necessary, or by request.

1.6 Findings of Reviews

- Policy violation measures:
 - First violation, a report of the violation will be sent to the Department Head
 - Second violation, a second report will be sent to the Department Head and Control Point
 - Third violation, the department will be suspended from utilizing the program for a period of 6 months. During this period, a \$25 service fee will be charged for each catering payment or reimbursement voucher processed through A/P. A copy of the report of policy violation will be sent to Internal Audits
- During the testing phase, if a department has not signed up for the program, there would be no service fee.
- Once the program has been fully implemented with more vendors on it, participation in the program will be mandatory and all departments who do not participate will be charged a \$25 service fee for each catering reimbursement or payment voucher to any CLS contracted caterer.

1.7 Related Policies

- University of California, Office of the Senior Vice President - Business & Finance, Business and Finance Bulletin BUS-79: Expenditures for Entertainment, Business Meetings, and Other Occasions
<http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>
- University of California, Office of the Vice President – Financial Management, Business and Finance Bulletin BUS-43 Part 8: Material Management, Procurement Card Program
<http://www.ucop.edu/ucophome/policies/bfb/bus43p8.pdf>
- University of California, Office of the Associate Vice President – Information Resources and Communications, Business and Finance Bulletin RMP-2: Record Retention and Disposition: Principles, Processes, and Guidelines
<http://www.ucop.edu/ucophome/policies/bfb/rmp2.pdf>

Related Accounting Manual Chapters

- Delegation of Authority—Signature Authorization [D-224-17](http://www.ucop.edu/ucophome/policies/acctman/d-224-17)
<http://www.ucop.edu/ucophome/policies/acctman/d-224-17.pdf>