



| DOCUMENT ID | TITLE | EFFECTIVE DATE: |
|--------------------|---|------------------------|
| AP0004 | CHARTWELLS OFFICIAL HOSPITALITY/FOOD PURCHASES | 03/14/2019 |
| REVISION | PREPARED BY: | REVISION DATE: |
| 1.0 | KRISTIE COURTNEY ACCOUNTS PAYABLE & TAX MANAGER | 06/17/2021 |

This guidance document is intended to outline the procedure associated with processing Chartwells invoices for official hospitality and food purchases.

Chartwells Official Hospitality/Food Procedure

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- i. Restricted use funds (RU) require approval from the appropriate Budget Officer
 - ii. Tuition funds (A2000) require approval from the President or appropriate Vice President
 - iii. General use appropriated funds (A0003) require approval from the President
6. Invoice and confirmation copy are emailed by Chartwells to the billing contact person (step 1.b. above) who then:
 - a. Prepares an invoice in Chrome River (including all required information as detailed in number 5) above, and submits for approval
 - b. Forwards the invoice to the appropriate individual in the department who is responsible for completing step 6.a, above
7. Completed Chrome River invoice is