

HOW TO HOST AN EVENT WITH FOOD USING SFC FUNDS

Follow this step-by-step guide if there are *at least* 10 business days before your event.

1

ADD EVENT TO LOCALIST CALENDAR AND RESERVE A ROOM

Check the Localist calendar and do your best to schedule your event on a date and time that doesn't conflict with other events. The Student Affairs Team will not pay for food until your event is on the calendar and you have reserved a space via EMS.

2

COMPLETE THE EVENT FORM

Complete Student Affairs' Event Form. If there are at least 10 business days before your event/meeting (not including the day of submission), we can pay for the food so that you do not need to pay out-of-pocket. If there are fewer than 10 business days before the event, someone from your organization will need to purchase the food out-of-pocket and be reimbursed. Please see our reimbursement guide for more information.

3

CHECK BUDGET TRACKING SHEET

Ensure you have enough funds for what you need. If you do not have enough, you will need to order less food depending on what you have left, seek an outside funding source, postpone your event until you request and receive more SFC funding, or do not serve food at your event/meeting this time.

4

ORDER FOOD, BUT DO NOT PAY

If the food will be delivered, the gratuity can be no more than 10% per university policy. If it is a pick-up order, no gratuity is allowed. Let the business know that someone from the university will call to pay for the order with a **tax-exempt** credit card. Give the contact information of the person from your organization who will be available to receive the delivery or pick up the food.

5

UPDATE BUDGET TRACKING SHEET

You must update your organization's Budget Tracking Sheet to reflect this order.

6

EMAIL STUDENT AFFAIRS

This email must be sent at least 10 business days before the event/meeting. Please include the total cost, including tip, and the name and location of the restaurant. Someone from our Student Affairs Team will call to pay for your order and confirm with you that it is good to go. Some businesses can send digital invoices. Please ask them to send the invoice to law.studentaffairs@colorado.edu.

7

EMAIL ITEMIZED RECEIPT TO STUDENT AFFAIRS

The receipt must be itemized and clearly show that the order was paid. *View an example of an approved receipt [here](#).* Please send the receipt no more than a week after your event.

Please email law.studentaffairs@colorado.edu with any questions.