

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.

HOW TO HOST AN EVENT WITH FOOD USING SFC FUNDS VIA REIMBURSEMENT

Follow this step-by-step guide if there are *fewer than 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. Reserve a space via [EMS](#).

2

COMPLETE THE EVENT FORM

Complete [Student Affairs' Event Form](#) even if there are fewer than 10 business days before your event/meeting. We still need to know that you are hosting an event/meeting. Indicate on the form that you are ordering and paying for food out-of-pocket and will need to be reimbursed.

3

CHECK BUDGET TRACKING SHEET

Check with your treasurer to ensure your [Budget Tracking Sheet](#) is up-to-date and you have sufficient funds for your upcoming event. You can only be reimbursed if you have enough funds in your organization's Student Fee Committee (SFC) account or if you are using a different funding source that will cover the cost.

4

ORDER AND PAY FOR THE FOOD

If the food will be delivered, the gratuity can be no more than 10% per law school policy. *You will not be reimbursed for anything you tip over 10%*. If the restaurant charges for delivery, do not tip over 5%. If it is a pick-up order, no gratuity is allowed. Give them 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

COMPLETE THE REIMBURSEMENT REQUEST FORM

Receipts uploaded to the [request form](#) must be itemized, clearly show that the order was paid, and be submitted within 30 calendar days of the purchase. *View an example of an approved receipt [here](#)*. You will be responsible for any taxes owed on expenses submitted for reimbursement after 90 days of the initial purchase.

7

RECEIVE YOUR REIMBURSEMENT

You should receive your check within 3 weeks of submitting your reimbursement request form. Reach out to Student Affairs if you would like an update on the status of your reimbursement.