Overview
Departments in Medical School Admin are responsible to ensure that Campus Club expenses are approved prior to being incurred. Purchase of food, alcohol, and/or banqueting space must be in accordance with University policies and funded from an appropriate funding source.

Departments must call or email the Finance contact (Jessie Barrett Amodeo) to declare their intention to use the membership and provide the following information:

- Date of the event
- Funding source/chart string
- Approximate number of guests
- If alcohol will be served, and how it will be funded
- If the servery will be used, or if a room will be rented

Date changes must be communicated to the Finance contact as soon as possible.

It is each department’s responsibility to safeguard the Campus Club account information. If there are any unknown and unclaimed charges on the Medical School Admin’s monthly statement, they will be split equally between all departments that have used the account since the beginning of the fiscal year.

Individual departments may not maintain their own accounts with Campus Club. There is one account for all of Medical School Admin.

Event Documentation
After the event is complete, send all documentation to the Finance contact. Documentation shall include the following information:

- Itemized invoice or receipts
- Chart string
- Justification (“5 Ws”) including an explanation how the expense benefits the University
- List of attendees

Paying for the Event
All Campus Club charges are paid by the Finance contact using a journal entry. In some special circumstances, outside funding sources may pay part of the charges (such as direct payment from UMF). This must be communicated to the Finance contact ahead of time.