Hospitality Contract Approval Process for Department Event Planner

University Policy Definition of Hospitality: An activity conducted to generate a positive reputation for the University, convey goodwill to internal or external audiences, celebrate or recognize accomplishments.

Choose supplier based on event needs & budget

Submit Alcohol Use Application (UM23) to the Office of Risk Management if alcohol is being served AND event is held at a University owned or operated facility

Submit Hospitality Form (UM 1735) with approved Alcohol Use Application to Program Director and FOD Center Finance Director/Dept. Head

Determine if a standard contract or U-wide contract will be used (search the standard contracts library & U-wide contracts list)

If standard contract, send to supplier for signature. If U-wide contract, ensure estimates fall within the contract guidelines. U-wide contracts are already approved by suppliers and do not need to be resent.

Send the final University approved contract to the supplier for their signature

Obtain proposed supplier contract

Send the approved Hospitality Form, Alcohol Use Application, supplier proposed contract to FOD Finance for approval signatures

Send supplier signed standard contract, approved Hospitality Form, Alcohol Use Application and proposed contract to FOD Finance for approval signatures

Send the final University approved contract to the supplier for their records

Send the final University approved contract to the supplier for their signature

After event is held or when deposit is due, submit invoices, approved hospitality form and approved Application for Alcohol Use to FOD Finance for payment

Contact Information:
- **FOD Finance**
  - fmfinanc@umn.edu
  - Kim Frey 612-625-8969
  - Jessica Prindle 612-624-6936

- **Office of Risk Management (Alcohol Use Application)**
  - orm@umn.edu
  - Phone: 612-624-5884
  - Fax: 612-625-7384

Additional Information:
- **Forms/Contracts**
  - Application for Alcohol Use (UM23)
  - Hospitality and Special Expense Form (UM 1735)
    - http://policy.umn.edu/sites/policy.umn.edu/files/forms/expense_form.doc
  - U-Wide Contracts
    - http://uwidecontracts.umn.edu/
  - Standard Contracts
    - http://policy.umn.edu/contracts-library

**Updated 8/3/16**