

HOSPITALITY –

Bloomington AP Expectations

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CATS Presentation

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Presentation Focus

- Documentation
 - EPIC Requisition and Purchase Order
 - FIS Disbursement Voucher
 - Procurement Card Statement Audit
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 - 3 Sources for Hospitality Approval Documentation



Policy I-50

Policy I-50 Allowable Hospitality Expenses

This session will focus on documentation, rather than policy. For your convenience, Policy I-50 is linked below:

<http://www.indiana.edu/~vpcfo/policies/accounting/i-50.html>



EPIC

– Requisition and Purchase Order

For IUB, a hospitality code must be obtained and documented on the EPIC Requisition.

In Bloomington, hospitality payments in the form of deposits or advanced payments must be requested in EPIC and documentation requires coordination with Purchasing.



FIS Disbursement Voucher

In Bloomington, the supporting paperwork requirements do not include that a copy of the hospitality approval form must be included.

For BA and BL the hospitality code should be documented in the Org Doc # field or the Description field of the DV.



Procurement Card Statement Audit

P-card audit file requirements include documentation of hospitality approvals. In Bloomington, there are three types:

- BA and BL
- UA
- Research Administration (C&G)



Procurement Card Statement Audit

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BA and BL

- Utilizes R Gerstman's online approval system
 - Approval email is not sufficient - open the link to print the actual approved request for submitting to audit
 - Include approval number on receipt
 - Document approval number in the notes of the PCDO (for department benefit)



Procurement Card Statement Audit

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UA

- S Keucher documents approval in email
- Ongoing approval must be reviewed and documented each fiscal year



Procurement Card Statement Audit

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Research Administration (C&G)

- Audit file requires documentation that the grant allows for the hospitality expenditure
- Research administration analyst provides confirmation in email communication that is printed and submitted with statement



Questions

- Questions?
- Thanks for your attendance and your attention.
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