



June 27, 2011

TO: All Campus Personnel

FROM: Dr. Rolf Groseth  
Chancellor

A handwritten signature in black ink, appearing to read 'Rolf Groseth', positioned over the printed name and title.

RE: Purchasing of Food, Beverages and Entertainment  
(New/Updated Hospitality Form)

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New campus guidelines for the expenditures from campus funds for food, beverages and entertainment have been approved and posted to the Business Services website. In accordance with the MUS Policy and Procedures, Section 205.4, expenses for official hospitality, community relations and public relations may be paid by a unit when those activities are directly related to the unit. Those approving the hospitality must determine that the activity is directly related to an objective of the unit, evaluate the cost/benefit of the event and alternatives that would be equally effective.

A new hospitality form has been posted to the Business Services website. The hospitality form needs to be approved prior to the event for entertainment exceeding \$30. A change to the old campus policy is that events less than \$50 need only Department Head approval. For the full details please read the new policy, procedures and hospitality form on the Business Services website.