

Budget and Financial Management

Food and Entertainment Delegation of Authority

Description and Guidelines

Food and Entertainment (F&E) Policy Updates

As members of the University of California, Santa Cruz and the Division of Student Affairs and Success, our duty is to serve current and future students enrolled in our University. Our responsibility is to support the mission of putting students first and serving their interests, not our own. Events are a central function for achieving the mission of UCSC; DSAS conducts a wide variety of events each month. Ensuring compliance, gathering documentation, obtaining approvals, and identifying what can be spent on each event is often difficult and can be confusing. This is in addition to organizing an event that will engage students and/or staff.

The BFM team has developed a set of solutions to help DSAS facilitate compliant events.

- **Standardize and Increase Delegation of Authority Limits**
- **New Policy Reference Sheets and Guides**
- **Single-Solution DocuSign Form: *Request For F&E Event Approval***

Effective January 30, 2024 these updates, resources, and forms will be live and available.

All updates serve two purposes: to ensure that our students are served with excellence and to help staff steward funds efficiently on behalf of our students.

[Increased Delegation of Authority Limits](#)

Per campus policy, Food & Entertainment events require approvals from at least two separate parties -an Event Expense Certifier (EEC) and an Expense Order Approver (EOA). In prior years, limits across DSAS have been inconsistent and -sometimes- restrictive for these roles. It was difficult for staff to quickly identify who should be approving their event.

The standardized increase to Delegation of Authority limits provides consistency, creates efficiency, and ensures equitable empowerment across the Division by raising limits to “campus levels”. Staff will be able to quickly identify who should and does have the authority to approve their event. In addition, approvers can be [searched in the DoA table](#).

[View The EEC Policy Document](#)

[View The EOA Policy Document](#)

[View New DoA Limits](#)

New Policy Reference Sheets and Guides

Policy resources can be confusing, at times. The BFM team has created quick reference materials to help staff clearly understand:

- [Fiscal Prudence & Financial Resources](#)
- [The Definitions of Events](#)
- [Ways to Pay for Events](#)
- [Restrictions for Retirement Gatherings](#)

Similar materials have also been created for:

- [Becoming an EEC / Becoming an EOA](#)
- [Organizing an Event](#)
- [Using the DocuSign Form](#)
- [Presenting and Understanding Policy](#)

While these quick reference materials are helpful, they will not answer every question and lack some of the nuance and detail available in the full guides and policy documents provided by Financial Affairs. Staff should rely on their Financial/Budget Analysts to answer questions and remember to consult with Financial Affairs as needed.

These materials also contain links to other financial resources, specific pieces of campus policy, and sections of Financial Affairs Guides.

The Single-Solution DocuSign Form

Planning an event, documenting approvals, tracking all materials, and submitting expense forms after an event can often be difficult as staff are left juggling multiple different forms and various forms of supporting documentation. Entertainment Reference Form 1.3.2 aka *Request for F&E Event Approval* is a tool in DocuSign that can be used to simplify the event organization and approval process.

This one form allows staff to document all of their event details, planned costs, and supporting documentation; send this information digitally to their EEC and EOA, document their approvals with signatures, names, and timestamps; submit (in many cases) for post-event validation instead of using an ERF or other form; edit their event details, recipient information, and more during the approval process.

[View A Completed Request](#)

[Visit the PowerForm](#)

Summary of F&E Policy Updates

Increased Delegation of Authority Limits

Event Expense Certifier		Expense Order Approver
VC - \$250,000	L1	AVC BFM - \$100,000
AVC - \$20,000	L2	Directors of Finance - \$15,000
Unit Directors - \$10,000	L3	Financial Analysts - \$5,000
Department Directors - \$5,000	L4	
Assistant Directors - \$1,000	L5	
Supervisors - \$500	L6	

New Policy Reference Sheets and Guides

We are responsible for cultivating a culture of fiscal prudence and stewardship so that resources are managed on behalf of our students for the benefit of our students. Campus policy is a tool to help guide us. Division policy is a tool to help guide us.

Our Divisional culture and character is what ensures we do what is right.

The [Duty to Fiscal Prudence & Stewardship Code](#) contains more information about how we can live this out, as well a full page dedicated to resources, forms, guides, tables, and policy links to help guide us as we do our jobs.

Working closely with your Financial or Budget analyst is important for ensuring that policy is followed and that the most efficient process is being utilized.

DocuSign Request for F&E Event Approval

This form is not mandatory -it is a tool that has been a proven resource for maintaining a compliant, consistent, and efficient approval process for F&E events.

For more information or questions on how Form 1.3.2 can be used, compared to your existing process, please contact your Financial Analyst or a member of the Budget and Financial Management Team.