

Dining Services

"Creating an excellent
college experience"

Date Issued:
August 2013

Policy Number:

316

Revised:
October 2014

Section:
Administration

Subject:

**USU/SA Pepsi Donations and other
Donations**

Pepsi Donations:

Dining Services has funds from Pepsi to be used towards events using Pepsi products and Marketing of Pepsi and Dining Services.

In addition to the ongoing support, Dining Services has allotted \$2,000 annually for USU/SA.

1. \$2,000 per year thru Pepsi Marketing monies
 - a. Money must be used to order Pepsi products thru University Catering.

Procedure:

1. Person seeking donations will fill out the appropriate approval form (policy316a) and meet with appropriate approver within USU/SA at least **2 weeks** before the event.
 - a. Fill out all information and provide current contact information of the person in charge of the event.
 - b. The dollar amount approved must be represented.
 - c. Form must be signed by the approver.
2. Bring approved form to University Catering to arrange for the donation.

Contact Information:

 - a. Taggart Student Center Room 232
 - b. Kayla Geddes, Dining Services Office Assistant
 - i. Ph. 797-1701
 - ii. kayla.geddes@usu.edu
 - c. Annie Christensen, Catering Sales Assoc.
 - i. Ph. 797-3398
 - ii. annie.christensen@usu.edu
3. Discuss Marketing efforts as Dining Services can provide some marketing materials to help with recognition of the donation.
 - a. Banner
 - b. Signs to be delivered to the event
 - c. Electronic Logos
4. Make other arrangements as necessary.
5. Amount of donation is tracked annually by the D.S. Office Assistant

BILLING PROCEDURE:

After the event has taken place and billing is being done the follow should occur:

1. The total amount donated is paid by the FSA P-Card.
 - a. Any remaining total not donated will be sent to the contact to be paid.
 - b. As appropriate apply discounts to the remaining amount
 - c. DONATED AMOUNT IS NOT DISCOUNTED.
2. In P-Card Log, the transaction is put in the account 714400 Receptions and Guests
3. The receipt for the event is sent to the FSA Card Holder as well as the D.S. Office Assistant.

4. All Donations are tracked by the D.S. Office Assistant.
5. For Pepsi Donations:
 - a. D.S. Office Assistant sends amount of donation to the D.S. Business Manager.
 - b. D.S. Business Manager tracks all Pepsi donations and makes the journal entries at the end of the month to move money from the Pepsi Marketing Holding account to the 7144400 Receptions and Guests account in FSA as a Contra Expense to offset the bill.