



"Creating an excellent  
college experience"

<b>Date Updated:</b> April 2011	<b>Policy Number:</b>  304
<b>Date Revised/Reviewed:</b> December 2016	
<b>Section:</b> <b>Administration</b>	
<b>Subject:</b> <b>Central Dining Services - Donations Policies and Procedures</b>	

## **Central Dining Services - Donations Policies and Procedures:**

Dining Services has limited funds to utilize for Donations; although many causes are very valuable and should be contributed to, Dining Services cannot contribute to everything. In order to ensure a consistent and fair process, this policy has been developed. If seeking donation from specific Dining Services Operation please refer to Policy 122.

### **Procedure:**

1. Priorities in awarding donations are as follows:
  - a. Student Groups
  - b. University Events
  - c. Other Non-University Associated Events
2. Criterion used to evaluate donation requests are as follows:
  - a. Above Priorities
  - b. Type of Event
  - c. Regular Customers of University Catering and Dining Services
  - d. First Come / First Served
  - e. Type of exposure planned for Dining Services
3. Donation Request Forms should be turned into the Dining Services Office (TSC 232 or via fax 435-797-1739) no later than the third Tuesday of the month BEFORE the date of the event in order to ensure that they will be considered and to allow time to coordinate the event. It is in the requestor's best interest to turn it in sooner if possible. Donation Request Forms can be obtained at the Dining Services' Office or on the Dining Services website at [www.usu.edu/dining](http://www.usu.edu/dining).
4. Requests for the following month will be reviewed on the third Wednesday of each month and funds will be allocated for the following month. The group should expect to be notified no later than Wednesday on the week before the planned event
5. Requesting group will be expected to list Dining Services as a sponsor on all advertising before and during the event. Upon approval requesting group will be emailed a logo to use. Failure to do so may affect the organization's ability to receive donations from Dining Services in the future.
6. Questions or exceptions to this policy will be directed to the Executive Director of Dining Services.

### **Billing Procedure:**

After the event has taken place and billing is being done the following 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. The receipt for the event is sent to FSA P-Card Holder.
3. In P-Card Log, the transaction is put in the account 714400 Receptions and Guests.
4. The Donation Request is scanned along with the receipt for the P-Card records and processed accordingly.
5. An electronic Meals and Entertainment is filled out stating it was a donation.