

Dining Services

"Creating an excellent
college experience"

Date Issued:
July 2013

Policy Number:

315

Revised:
October 2014

Section:
Administration

Subject:

**Housing and Res Life Pepsi
Donations and other Donations**

Policy:

Dining Services supports as much as possible the efforts of Res Life in programming and providing events for residents of on-campus housing. On all food ordered through University Catering, there is a standard 15% discount applied. Other operations throughout the organization provide ongoing support in these efforts as well.

In addition to the ongoing support, Dining Services has allotted \$4,000 annually for use by Res Life to help with food and beverage needs in programming. This money is allocated as follows:

1. \$1,000 per semester from Dining Services
 - a. Used for any food items
 - b. Donation is subtracted from retail pricing before 15% or any other discount is applied
2. \$1,000 per semester thru Pepsi Marketing monies
 - a. Money must be used to order Pepsi products thru Dining Services
 - b. Some exceptions allow the money to be used for other prizes upon prior approval from Pepsi and Dining Services (for details contact Dining Services Executive Director)

Procedure:

1. Fill out approval form (315a) and meet with appropriate approver within Housing at least **2 weeks** before the event.
 - a. Ensure to fill out all information and provide current contact information of the person in charge of the food for 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. McKenna Phipps, Dining Services Office Assistant
 - i. Ph. 797-1701
 - ii. mckenna.phipps@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 Dining Services 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 Dining Services Office Assistant.
4. All Donations are tracked by the D.S. Office Assistant.
5. For Pepsi Donations:
 - a. Dining Services Office Assistant sends amount of donation to the D.S. Business Manager.
 - b. Dining Services 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.