

Santos Manuel Student Union

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO



Hospitality Policy

The Santos Manuel Student Union (SMSU) Board of Directors established funds to cover hospitality expenses for SMSU programs and events. Use of the funds is for such things as food and beverages for training seminars, food and/or beverages for performers, student/volunteer recognition, flowers or cards for special occasions, i.e., get well wishes, bereavement, new baby.

It was not the intent of the Board to use these funds for, birthday parties, or other general social events.

All requests for disbursement of funds must indicate the purpose for which the money is to be used, and must be signed by the Executive Director.

A report on the disbursement of Hospitality funds will be provided to the board of directors upon request.

Revised SMSU BOD 6/4/09

Revised SMSU BOD 11-9-06