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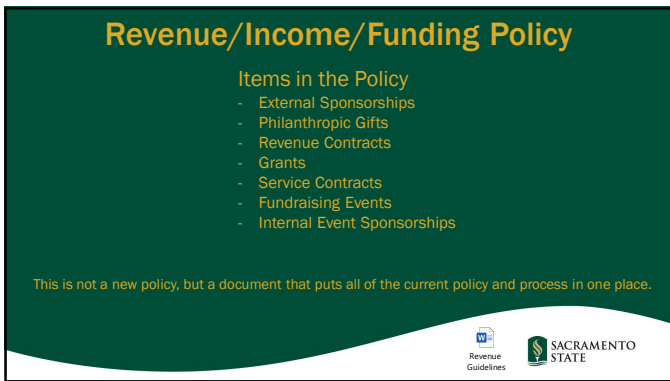
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## Event Policy

### Items in the Policy

- Definitions and Laws
- Fundraising Event Regulations
- Event Approval Process

### Event Process

- Fill out form: [Event Form](#)
- Please fill out the following sections if you may want to fund the event through any non current University Funds, or want to raise money to increase funds to support the event.

**Financial Related Activities (Financial Services)**

My event will have registration fees/tickets

My event will have food or drink charges

My event will include a silent auction

My event will have other sales or promotion opportunities

My event will have other charges or revenue

**Membership/Donation/Concessions Services & Sponsorship and Financial Services**

My event will include donations/blank Auction items, a portion of my ticket sales to benefit a specific organization/activity, or will be used to benefit me.

**Sponsorship Related Activities (University Development)**

My event will offer sponsorship opportunities with benefits for the sponsor (Discount, recognition, etc)

My event will offer sponsorship opportunities with no benefits for the sponsor

My event will ask for campus partners to help fund/event

Policy is going to Cabinet in the near future for approval. Process is starting now.

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## Service Now

- Continue to Email [acctcs\\_01@skymail.csus.edu](mailto:acctcs_01@skymail.csus.edu)
- Ticket will be created with a ticket number.
- User will receive an email from Service Now with ticket number.
- Campus can follow the ticket process through Service Now.
- Accounting Services has new Service List and Service Times

ABA Accounting Services									
Services/Times:									
Services	Financial Maintenance	CMIS / CMS / Finance Maintenance	Process Compliance	De Compliance	Event Financials Maintenance	Student Financials Maintenance	Reporting		
Completion 15-30 days	Completion 5-10 days	Completion 5-10 days	Response 3-5 days	Response 3-5 days	Completion 10-15 days	Completion 3-5 days	Reporting Response 3-5 days		
<b>Offerings:</b>									
Annual Expenditure Forecasts	Check Requisition Applications	Second Chart Creation / Updates	Public User Fees / Fund Requests	DATA	Ticket Office Revenue Questions / Items	TRC	022 Reports		
Balance Sheet/Financial Statements	Bill Questions / Maintenance	Chartfield Set Up / Updates	Event Revenue Questions	USP	Charge Reversal	Revenue Adjustments	2023 Confirmations		
Balance Sheet Recovery (CSR) Authorization	Alerts/Emails	Open Order & Maintenance	Open Order Research	USP		Report Credits	2023 Confirmations		
Balance Sheet Recovery (CSR) Manual Review/Statements	AP/AR / Wire Requests (Outgoing)	Statement Set Up / Maintenance	Payments to Students	GAAP / GASB Compliance		Revised / Disputed Financial Aid	2023 Confirmations		
Revenue Forecasts	AP/AR / Wire Requests					Adjusted / Disputed Financial Aid	2023 Confirmations		
Construction Forecasts	AP / Money Orders								
Maintenance Fund Forecasts (MFF)									
Cost of Assets Transfer									

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## Reminders

- If Sac State is the vendor/supplier and tax info is requested reach out to Accounting Service. Only Financial Services teams are authorized to fill out vendor forms on behalf of the University. IE: W-9, 204, CSU Buy, etc
- Check Pro Card and Travel Expense Chart Strings

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