

Berkeley Law Entertainment Certification Form Instructions

The Entertainment Certification Form is designed to be completed on the computer (the rows will automatically expand to accommodate your information) and then printed for signature by the host and the approver. You may also complete it by hand, as long as your writing is legible.

Supplier payment guarantees

Please complete and attach this certification to a **Non-Catalog form** in BearBuy **at the time you place your catering order**; you no longer need to wait until after your event. Create separate BearBuy shopping carts for each supplier you want to pay and attach a copy of this certification to each cart. Your carts will be processed for payment by Campus Shared Services Business and Financial Services.

Individual reimbursements

Please complete and attach this certification to a **CSS Non-Purchase Request form** in BearBuy. Your cart will be processed for payment by Campus Shared Services Business and Financial Services.

Bancroft Catering and the faculty clubs

If you are using Bancroft Catering or one of the faculty clubs, continue to send your completed certification from directly to Berkeley Law Business Services as an attachment to your emailed request for payment (inquiries@law.berkeley.edu). Berkeley Law Business Services manages our relationships with these suppliers.

Per-person meal expense limits

The host or event coordinator is responsible for obtaining the **Dean's approval in advance** if you anticipate exceeding these per-person meal expense limits: breakfast **\$26**, lunch **\$45**, dinner **\$78**, and light refreshments **\$18**. Your clinic or center may have established lower maximums, so check before you spend. Exclude the cost of room or conference facility rental fees, decorations, and equipment rentals from your per-person cost calculation; however, you must include sales tax and service fees or gratuities.

The Dean has a delegation of authority to approve exceptional entertainment expenses up to 150% of the maximum allowed, as long as his approval has been obtained in advance and you can describe the benefit to the University from the extra expense. Unless an Entertainment Certification Form is accompanied by the Dean's written approval for payments above these per-person limits (his emailed approval is acceptable) and an explanation of the benefit to the University from the extra expense, reimbursements to individuals may be reduced to the appropriate meal expense limit.

Rush requests

The Event Planner credit card has been established as the University's preferred method of payment for "rush" requests. Vendors who do not accept credit cards should know that checks are typically issued in about 21 days from the date a request has been received in the Disbursements Office. If payment is required in advance, these vendors should submit cost estimates or deposit requests to the host at least 30 days before the event date.

Vendors

The University of California conflict-of-interest policy prohibits University employees from also serving as vendors providing goods and/or services to the campus; there are no exceptions.

Host

This is any individual who was or will be **physically present** at the event(s) and agrees to **sign the certification statement**. The host's signature on the certification statement is required by the IRS for all individual reimbursements, vendor payments and Event Planner card use. The host cannot also serve as the approver; in these situations, an alternative approver will be needed.

Approver

This individual approves use of the chartstring: 1) the transaction represents an eligible expense for the fund being used, and 2) there is a sufficient available balance in that fund to cover this spending. Contact your designated budget officer if you have questions about signature authorizations. If the approver is also the host and there is no secondary approver for the chartstring, contact Berkeley Law Business Services (inquiries@law.berkeley.edu) for the name of an appropriate substitute approver.

Guest list options

- Meeting sign-in sheet (*optional, at host's discretion*)
- Participant or attendee list (*names of those who attended*)
- Invitation list (*names to whom invitations were sent, large event, and/or not practical to get names of those attending*)
- Brief explanation why no list is available (*event was open to general public, entire campus community was invited, all 1L's invited, etc.*)

Original receipts

These are required for all Berkeley Law individual reimbursements and supplier payments. If a credit card was used, both the itemized list of meals and drinks served and the payment authorization slip should be provided. If the original receipt was lost but a proof of payment is available, include a brief explanation and the proof of payment documentation with your form.

Event Planner credit card

This credit card is Berkeley Law's preferred method of payment for all catering and event-related expenses. You are encouraged to select catering suppliers who accept credit card payments by phone or fax. University purchase orders will be prepared for those few vendors who still do not accept credit cards.