



# How to Spend Eventbrite Revenue on Food and Promotional Items

**CALS BUDGET OFFICE**  
**UPDATED FEBRUARY 2020**

# County Eventbrite Program

- ❖ County Eventbrite program revenue will be deposited into the county's state appropriated receipt project 4xxx52.
- ❖ Food (catering) expenses are not allowable on state appropriated projects.

# County PCards

- ❖ Generally, county PCards are set to default to the county's state appropriated project 4xxx50. This can limit the types of purchases that can be made on the PCard.
- ❖ If the county has a discretionary project that allows food, the PCard default can be changed to the discretionary project for ease of purchasing food. This would allow additional flexibility for PCard purchases.
- ❖ By changing the PCard default, charges that are not supported by receipts or not reconciled in a timely manner will automatically be charged to the discretionary project. This will require counties to perform a monthly reconciliation of the discretionary project and move those expenses charged to the discretionary project to an appropriate project.

# Promotional Items

- ❖ Any promotional item purchased with Eventbrite revenue can be charged against state appropriated receipt projects 4xxx52 as educational supplies account code 52300.
- ❖ Must provide a copy of the Eventbrite registration page where it specifically states that a promotional item will be received as part of the registration fee.

## How to Process Food Expenses Using the CALS Workshop Project

- ❖ To purchase food for county events, expenses should be processed using the CALS Workshop project.
- ❖ Absolutely no alcohol or gift cards may be purchased using Eventbrite revenue.
- ❖ When purchasing food for human consumption, an **AP107** form must be submitted.

### Potential Scenarios:

1. PCard purchases
2. MarketPlace purchases
3. Items purchased with personal funds
4. Invoice from the vendor
5. Reimburse the county for expenses
6. Food expenses have hit the receipt project in error

# CALS Workshop Project-District Phases

- ❖ When processing food expenses using the CALS Workshop Project, please use the appropriate phase for your district:
  - ❖ Western District: -10615
  - ❖ Northeast District: -10620
  - ❖ Southeast District: -10609
  - ❖ North Central District: -10610
  - ❖ South Central District: -10607

### Scenario 1

I need to purchase food for my event with a PCard.

Enter the below comment in the PCard Center and on the receipt. Include a business purpose.

### Scenario 2

I need to use MarketPlace to purchase food for my event.

Enter the below comment in MarketPlace. Include a business purpose.

### Scenario 3

I need to purchase food using personal funds for my event.

Submit a Personal Reimbursement request in ServiceNow with the comment below. Include a detailed receipt and business purpose.

Use the following language:  
"Please charge this expenditure to the CALS Workshop project-xxxxx (district phase) and, at the same time, please move revenue from project 4xxx52-xxxxx to the CALS Workshop project to cover these expenses."

## Scenario 4

I received an invoice from a vendor (caterer) for my event.

Submit a **Voucher/Invoice** request in ServiceNow with the comment below. Include a business purpose.

Use the following language:  
"Please charge this expenditure to the CALS Workshop project-xxxx (district phase) and, at the same time, please move revenue from project 4xxx52-xxxx to the CALS Workshop project to cover these expenses."

## Scenario 5

Food has been paid for by the county. I need to reimburse the county for this expense.

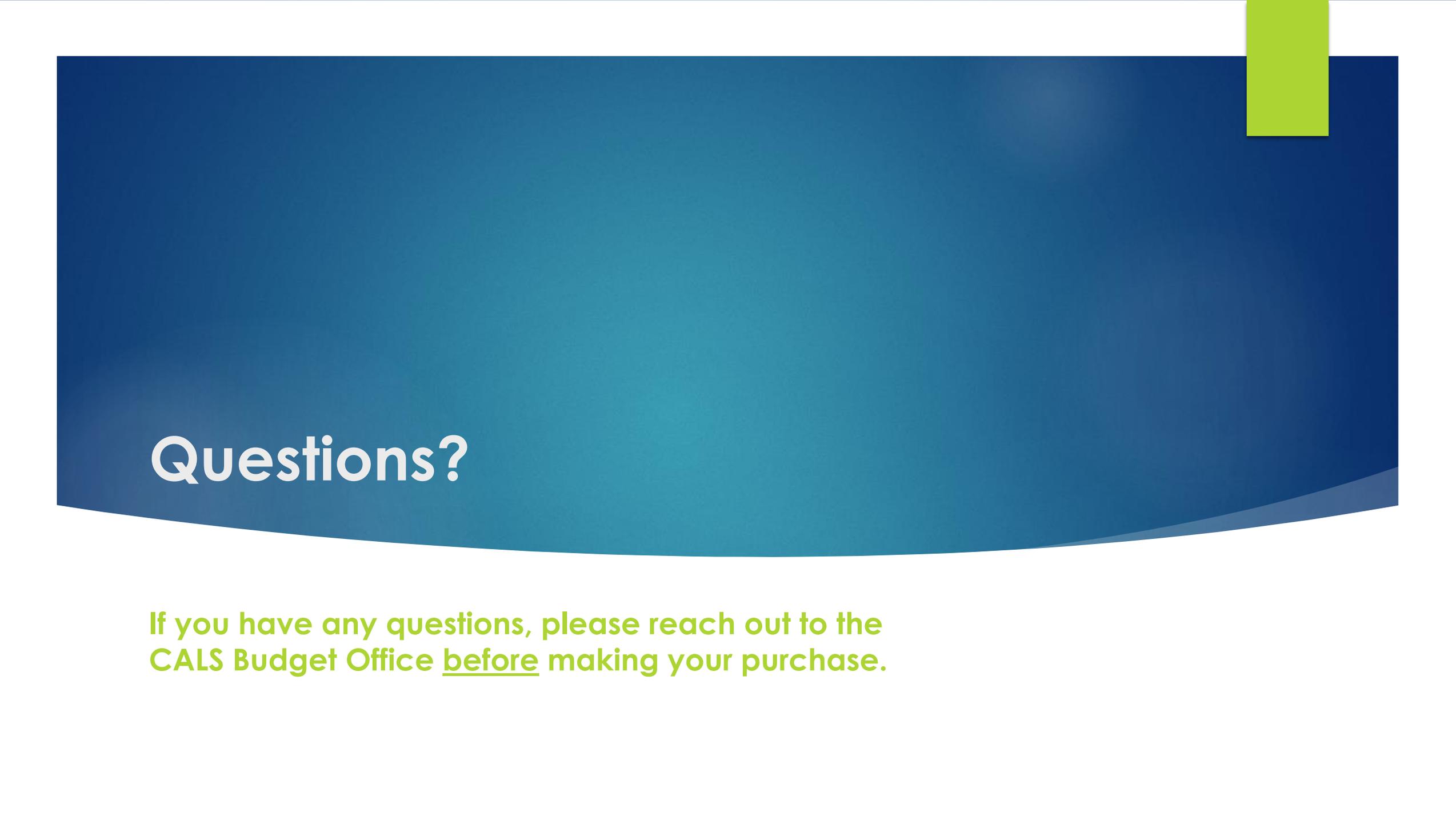
Submit a **Voucher/Invoice** request in ServiceNow with the comment below. Include the invoice (on county letterhead), backup documents, and a business purpose.

## Scenario 6

Food expenses directly hit the receipt project in error. I need to move the expense.

Submit a **Journal Voucher** request in ServiceNow with the comment below. Include a WRS report showing the expense to be moved.

Use the following language:  
"Please move this expenditure to the CALS Workshop project-xxxx (district phase) and, at the same time, please move revenue from project 4xxx52-xxxx to the CALS Workshop project to cover these expenses."



# Questions?

If you have any questions, please reach out to the  
CALs Budget Office before making your purchase.