



UNLV | STUDENT LIFE
Student Life Business Services

Student Activities & Hosting Training

REFRESHER & LATEST UPDATES

Introduction & Overview

- ▶ What is in this PowerPoint:
 - ▶ Student Activities
 - ▶ Hosting
 - ▶ Event Details Form/Flier
 - ▶ Host Form
 - ▶ KX software
 - ▶ Prizes/Gifts/Awards

Student Activities

- ▶ Student Activities are for general student or student resident population
- ▶ Food for Premier
- ▶ Food for Homecoming
- ▶ Food for Festival of Communities
- ▶ Food for student program such as Rebel After Dark, Student discussion lunch, Fitness Day, Late Night Breakfast, etc.
- ▶ RA Floor Programs

Hosting

- ▶ Hosting is for selected people or groups of people
- ▶ Department meeting lunch
- ▶ Staff retreat
- ▶ Retirement Party
- ▶ Employee related event, including student employees
- ▶ Community Goodwill event

Preparing Event Detail & Host Forms

- ▶ When preparing either form, the following information must be included:
 - ▶ Organizer Name: requestor's name (not just department or hall complex)
 - ▶ Who: items or services to be purchased including an estimated amount or "not to exceed amount"
 - ▶ When: date and time
 - ▶ Why: purpose of the event
 - ▶ Where: locations of the event
- ▶ Information provided must be comprehensible to the casual observer

Preparing Event Detail & Host Forms (Part 2)

workcoy. | UNLV **Host Explanation Form**

Instructions:
This completed form must be attached to the Request for Reimbursement or to the PCard Statement of Account. Host expenditures must be documented in accordance with the Internal Revenue Service guidelines and the NSHE policy eff 7/1/06. This includes, but is not limited to, amount, date, time, place, business purpose and business relationship of those attending the function. This is referred to as the "who, what, when, and why" substantiation. In the case of large gatherings (e.g. seven or more persons) the identification of groups of people invited may be satisfactory. All receipts submitted must clearly indicate the Supplier, date and amount. In addition, meal and beverage receipts should detail what was ordered. Circulate this form for proper approval, complete Hosting Activity process. Attach all receipts to this form for reimbursement. When completed, print and clear form.

Host Details:

Person Hosting (requestor name)	
WHO (business relationship)	
WHAT (what was purchased)	
WHEN (dates and times)	
WHY (business purpose)	
Ledger Account	6200 - Hosting

Hosting Codes: Check the appropriate Additional Worktag Detail Code below.

<input type="checkbox"/> DC001 - General	<input type="checkbox"/> DC010 - Internal Staff Meetings and Staff Development
<input type="checkbox"/> DC002 - Participant Costs	<input type="checkbox"/> DC011 - Program / Business Development
<input type="checkbox"/> DC003 - Accreditation / Program	<input type="checkbox"/> DC012 - Regents
<input type="checkbox"/> DC004 - Athletic Activities	<input type="checkbox"/> DC013 - Resident Graduation
<input type="checkbox"/> DC005 - Community Goodwill	<input type="checkbox"/> DC014 - Resident Orientation
<input type="checkbox"/> DC006 - Employee Goodwill	<input type="checkbox"/> DC015 - Student Life and Government
<input type="checkbox"/> DC007 - Fundraising	<input type="checkbox"/> DC016 - Table Purchase - Institution Paid
<input type="checkbox"/> DC008 - Government Relations	<input type="checkbox"/> DC017 - Table Purchase - Donor Paid
<input type="checkbox"/> DC009 - Grants (obtain Grants and Contracts approval)	<input type="checkbox"/> DC018 - Donor, Potential Donors, Visitors and Other Non-Employee Gifts

Worktag: Unit Cost Center Program - Project - Grant - Gift

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Certification:
 I certify that the hosted expenses above are solely for the conduct / benefit of official UNLV business.

Signature: _____
Dean / Vice President or Higher Authority

For the UNLV Hosting Policy, please visit: <https://www.unlv.edu/controller/accounts payable/hosting>

Created for UNLV, University of Nevada, Las Vegas

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Event Detail Form

This completed form must be attached to all student event related PCard Transactions. All receipts submitted must clearly indicate the Supplier, date and amount. In addition, meal and beverage receipts should detail what was ordered. Attach all receipts with this form.

Event Details:

Event Name:	
Organizer Name:	
Who is the event for:	
What was purchased:	
When is the Event:	
What is the Purpose of the Event:	
Where is the event Located:	

NOTES:

Worktag: Unit Cost Center Program - Project - Grant - Gift

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Certification: I certify that all Charges made were Student Activity related and not hosting.

Signature: _____
Assistant Director or Higher Authority

Campus Life Business Office

KX Tracking System

- ▶ Effective November 1, 2018
 - ▶ 1. Implementation of KX Software for trips, events or activities where fees are collected
 - ▶ 2. CRS will continue to use recreation software
 - ▶ 3. Program Coordinators must register an account with KX software
 - ▶ 4. Students will register through KX link using credit or debit card and cash
 - ▶ 5. SLBS will deposit the money to the organizer's department account to offset the expenses. SLBS must be notified in advance when the money is allocated among different departments
 - ▶ 6. After the activity, the program coordinators need to reconcile their account with SUES for refund and total money collected
 - ▶ 7. Program coordinator or trip leader is responsible for providing a list of actual attendees.
 - ▶ 8. The KX account will be closed after the reconciliation

Prizes, Gifts, and Awards Guidelines

- ▶ Student Life Business Services is here to help with the required processes, including forwarding required documentation to AP, Payroll, Financial Aid, etc. Please contact us before the process is started
- ▶ Contests or opportunity drawings that are not part of an academic course, graduation, or employment requirements are considered a PGA
- ▶ Promotional or marketing items (t-shirts, water bottle, swag, etc.) purchased in bulk to be given away without any entry or participation requirements are not considered a PGA
- ▶ Because we cannot predict if an individual will participate in and/or receive more than one PGA from UNLV on an annual basis, all PGA's are required to be documented and recorded at the time of receipt. A Misc-1099 report will be distributed by UNLV only in the event that the annual sum of the PGAs along with any other miscellaneous Accounts Payable payments for a particular person exceeds \$599

Prizes, Gifts, and Awards Guidelines (Part 2)

- ▶ All non-cash PGAs require: (1) a completed and signed W-9 from the recipient within 7 business days, (2) a formal receipt containing the name of the contest, description and cash value of the prize and the dated signature acknowledging receipt of the PGA; and (3) Equipment Release Form
- ▶ All cash and non-cash prizes distributed to a foreign national must be authorized through the UNLV Nonresident Alien Tax Specialist Department at nrat@unlv.edu prior to distribution. Departments are responsible for ensuring the approval is obtained prior to distributing non-cash prizes
- ▶ SLBS will collect the required documents from our Student Life departmental staff for submission to the required UNLV accounting department at the end of the calendar year

P-card reconciliations

- ▶ P-card reconciliation for student activity transactions must include:
 - ▶ Original receipts – receipts must contain the following information:
Business Name and Phone Number (If available), date and time, address, itemization detail, total amount (NO TAX), card information (last 4 digits of card used)
 - ▶ Student Activity flyer or event detail form
 - ▶ P-card reconciliation for hosting transaction
 - ▶ Host form, agenda, and list of participants

Training Complete

- ▶ You have now completed this training:
- ▶ For any further questions please contact your Account Manager with Student Life Business Services!
- ▶ Have a great day!

