

## Requirements for hosting an event:

Conferences and UW-hosted events are subject to UW Purchasing Policies and Procedures with regard to contracting and payment.






### Need help planning?

If you need help planning a conference / event, please see the [University Marketing & Communications Event Resources](#) page or the [UW Conference Management](#) websites.







## Additional Compliance Guidelines:

UW Departments are required to maintain appropriate supporting documentation for audit purposes. This includes the following:

<b>Additional Compliance Guidance:</b>	<u>Contracted Suppliers (any dollar amount)</u>	<b>Non Contracted Suppliers (under \$10,000)</b>	<b>Non Contracted Suppliers (over \$10,000)</b>	<b>Additional Resources</b>
<p><b>Contracting / Supplier Selection</b></p> <p>When selecting a conference venue, please first consider using University facilities/catering or other state facilities or a supplier with a <a href="#">UW Contract</a> before selecting an outside, non-contracted supplier. If any of the following conditions apply, the hosting department must follow the <a href="#">Procurement Solicitation Process</a>:</p> <p>if hosting an event off-campus, or if the total cost of the event is \$10,000 and over, or if the conference is with non-contracted supplier, or if the supplier / site is not listed in the grant <a href="#">[see FAQ]</a></p>	N/A	✓	✓	<p><a href="#">UW Contracted Suppliers</a></p> <p><a href="#">Procurement Solicitation Process</a></p>

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<p>If the department <i>did not select</i> a UW Contracted supplier or UW/State facility, the department is responsible for providing the reason for selecting the supplier. Please see the <a href="#">Procurement Solicitation Process</a>.</p>				
<p><b>Insurance Request</b></p> <p>The University faculty, staff and students are covered for general liabilities arising from negligent acts and omissions committed in the course and scope of their University duties. This coverage is provided through a self insurance program established pursuant to RCW 28B.20.250 and governed by the Standing Orders of the Board of Regents. The general liability program provides unlimited coverage and operates on an occurrence basis. It applies to all approved sites of practice or education.</p> <p>A copy of the certificate of insurance is available through <a href="#">Risk Management</a>.</p>				<a href="#">UW Risk Management Website</a>
<p><b>List of Attendees</b></p> <p>Keep a list of the attendees at the conference and indicate their UW affiliation (i.e., UW employees/faculty, UW students or non-UW</p>				

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attendees). Keep this on file in your department.				
<p><b>Contract or Agreement Review</b></p> <p>All contracts and agreements for conferences should be submitted through eProcurement (Ariba) BPO, Non-Catalog PO or ProCard Increase for processing and no longer through Purevent.</p> <p>Procurement Services recommends that documents requiring signature be reviewed by a buyer regardless of the method of payment or dollar amount. Only Procurement Services buying staff have authority to sign documents on behalf of the University, over the direct buy limit. If necessary, the buyer will work with the supplier so that the final agreement is in compliance with Federal and State laws and University policies.</p> <p><b>To submit a reservation or other event document for review by a buyer, please submit the documents through Ariba BPO, Ariba Non-Catalog or <u>ProCard Increase Request</u> for processing.</b></p>	✓	✓	✓	
<b>Copy of Contract or Agreement</b>	N/A	✓	✓	

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<p>A copy of the potential contract or agreement is required to attach with the requisition in Ariba.</p>				
<p><b>Provide the Banquet Events Order form from the supplier</b></p> <p>The supplier must agree to provide an itemized break down of the costs. This will include separate entries for food, alcohol and additional expenses.</p> <ul style="list-style-type: none"> <li>• Cost of the meal (itemized) - see <a href="#">the UW Food Policy</a></li> <li>• Beverages (itemized) - see <a href="#">the UW Food Policy</a> (i.e., alcohol, beer, wine, soda, water, etc)</li> <li>• If UW is covering the costs of the event, the department needs to comply with the <a href="#">food per Diem</a> and <a href="#">travel per Diem</a>.</li> </ul> <p><i>Please note:</i> It is the responsibility of the UW Department to ensure UW employee expenses comply with the UW Policy.</p>				<a href="#">UW Food Policy</a>  <a href="#">UW Travel Website</a>
<p><b>Brochure, Publication, Announcement or Invitation of the event you are hosting</b></p> <p>A brochure, publication or announcement regarding the event is required. Please indicate whether alcohol will be provided. If so, it must be paid against a discretionary 64-XXXX budget.</p>				

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<p><b>Identify the Funding Source for the event</b></p> <p>Depending on the Funding Source, additional justification may be required.</p> <p>Will the cost be covered by the participants? Additional Terms and Conditions may apply if working with sponsored programs.</p>	✓	✓	✓	
<p><b>Food</b></p> <p>University and Washington State policies allow for the purchase of meals and light refreshments for employees, students and official guests. See the <a href="#">UW Food Policy</a> for additional requirements and guidance.</p> <p>The UW Department must ensure on-campus caterers have been approved by <a href="#">Environmental Health and Safety</a> and have all necessary food permits.</p>	✓	✓	✓	<a href="#">Environmental Health &amp; Safety (EH&amp;S) Food Safety policy</a>
<p><b>Review the Cancellation Deposit information</b></p> <p>The department is responsible for understanding and noting the important dates and deadlines to make any adjustments or cancellations to prevent fines/penalties.</p>	✓	✓	✓	

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Deposits are allowable if less than 50% of the total cost if the supplier insists.				
<b>Use the correct Object Codes for the various expenses</b> It is the responsibility of the coordinating department to ensure the proper Object (Expense) Codes are used for the various expenses.	✓	✓	✓	<a href="#">Object (Expense) Codes</a>  <a href="#">Charters webpage</a>
<b>Lodging</b>  Must comply with UW Policy	✓	✓	✓	<a href="#">UW Travel Policy</a>

## Payments:

**Procard or Blanket Purchase Order (BPO):** Based on the dollar amount and the the payment mechanism decided upon at the time of the contract, the department may be approved to pay via Department Procard or Blanket Purchase Order (BPO) in Ariba.

**Resources:** For additional information, please see the Procurement Service page, [How to Pay](#), and specifically the sections regarding [Procard](#) and [Blanket Purchase Orders \(BPO\)](#).

## General FAQs:

### Do we have a master contract with the hotel?

If so, reference the master contract number on the agreement.

### Can we pay in advance?

The UW should not pay contracts in advance. We can pay an advance of less than 50% if the supplier insists.

### Will the University have to obtain and provide proof of insurance?

The requester will have to obtain a policy for the specific event.

**Is the contract being signed within the cancellation penalty dates?**

The requester must acknowledge that they know the funds will be forfeited if the event is cancelled.

**Please note: Indemnification is one sided to the hotel.**

Is the department willing to take the risk of this clause?