

Renting Non-Public Facilities for Meetings

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

OVERVIEW

This section provides policies and procedures for renting or leasing non-state or other non-public facilities for official University purposes. Such purposes may include University conferences, conventions, meetings, and training sessions. Non-state and non-public facilities include facilities operated by entities other than state, local, or federal governments.

Applicability

These policies and procedures apply to all conferences, conventions, meetings, and training sessions held or sponsored by any University unit in non-state or other non-public facilities.

This section does not apply to conferences, conventions, meetings, and training sessions attended by University personnel but not hosted or sponsored by the University.

This section does not apply to the long-term leasing of non-state facilities. Refer to *BPPM 20.45* for real estate procedures.

Public Preference

When selecting venues for meetings or conferences, the University is to give first preference to locations at University-owned, state-owned, or other publicly-owned facilities. (*SAAM 10.10.55*)

Barrier Free

Meetings and conferences held in non-state or non-public locations and sponsored by the University are to be barrier free in accordance with state regulations. Refer to *SAAM 50.50*.

REQUEST PROCEDURE

The person responsible for the choice of location and facilities is to submit a request in writing to the responsible dean or equivalent administrative officer. The request is to include:

- The purpose and objective of the meeting.
- The name of the organizations or persons expected to attend and an estimate of the attendance.
- An estimate of the anticipated cost to the state, including travel costs.
- An explanation indicating why state-owned or other publicly-owned barrier-free facilities cannot be used.

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Submittal Deadlines

The requester is to submit the request to the dean or equivalent administrative officer at least five days prior to the event. If an agreement for leasing or renting the facility is to be negotiated, the requester submits the request and receives approval prior to negotiating the contract with the supplier.

Retention of the Request

The approved request document is retained by the department in the associated supplier payment file (*BPPM 90.01*).

PAYMENT OR REIMBURSEMENT

If the request is approved by the administrator, the department processes the payment.

A department may directly pay the supplier or reimburse an employee for incurred expenses.

Requesting Reimbursement

If an employee personally pays for the facility, submit a request for reimbursement to Travel Services as follows:

- Complete an Expense Report in Workday with a business purpose of Confirming Reimbursement *if the employee was not in travel status*.
- Complete an Expense Report in Workday with a travel related business purpose *if the employee was in travel status*.

Include the receipt from the supplier.

See *BPPM 95.20* and the Workday Create Expense Report reference guide.

Direct Payment

The department may pay a supplier directly using one of the following procedures.

Purchase Order

Complete a Purchase Order in Workday. See the Workday Create and Change Purchase Order reference guide for instructions.

Requisition

Complete a Requisition in Workday prior to the event. (Purchasing generates a Purchase Order which is given to the supplier.) See the Workday Create Requisition reference guide for instructions.

Supplier's Invoice

Obtain an invoice for the facility from the supplier. If the supplier's address and name is not on the invoice, complete a State of Washington Invoice Voucher and obtain the supplier's signature

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Supplier's Invoice (cont.)

on the form. A University purchasing form is not required for this procedure.

Submit the supplier's invoice to Travel Services. Add the coding of the supporting account. A University employee with expenditure authority for the supporting account must sign the invoice.

NOTE: The total cost may not exceed the current purchasing bid limit (*BPPM* 70.13).