From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] New! Hospitality Form Upload on ECS Event Charge Agreement
Date: Monday, August 4, 2025 10:17:31 AM
Attachments: image002.png
ATT00001.txt



Partners in Campus Business Operations

New! Hospitality Form Upload on ECS Event Charge Agreement

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Sent on behalf of: Accounts Payable

Dear PCBO Community,

The Event & Conference Services (ECS) Event Charge Agreement, which is used to charge the department after an event, now includes a Hospitality Form upload button. Please upload your approved hospitality form if catering or equipment were included in the event.

Event Name: New Test Event

Event Planner: Joel Agg

Event Reference Number: 2025-ABSFDG

Event Date: 2025-09-01

Event Total (Amount to be charged):

Chargeback/Project Number (Chart Field string will not be accepted): 12345

Event Invoice:

Click to Attach Hospitality Form Attachment

If you have any questions, please reach out to **hospitality@csusm.edu**.

Thank you!
Accounts Payable