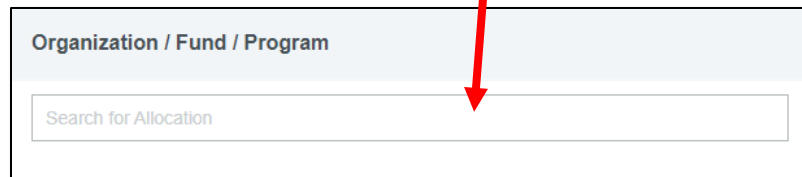**How to Create a Pre-Approval Report for Reception & Entertainment**

This report should be done under your department's profile or "SU Student" user for a student event. Please refer to the Reception & Entertainment Procedure for guidelines regarding the expenditure of university funds for the purchase of food/refreshments on and/or off campus. If using a vendor other than Chartwells on **Galloway** campus, you must upload an approval email from Chartwells. The pre-approval must be completed and approved BEFORE the event takes place.

1) Once logged into Chrome River, click on the **+Create** button in the upper right-hand corner of the Pre-Approval ribbon.

2) Complete the required fields of the report header:
   - Report Name/Name of Event
   - Date(s)
   - Business Purpose
   - Report Type – Select Reception and Entertainment
   - Check the box for Eating at Establishment, Catering, or both
     i. If Catering box is checked, Name of Vendor field will populate
   - Method of Catering – Select from drop-down
   - Trip Type – Select 731087
   - Group Composition – example: students and their families, open to the public
   - Official Campus Location – select where your dept. is located
   - Trip Destination – select from drop-down, if event is on campus, select In State

3) After completing the required fields, input your org name or number and select it from the drop-down.

Organization

4) Once the org has been selected, two additional fields will appear. In the second box, input the fund number and select the fund from the drop-down. In the third box, input the program number and select it from the drop-down.

5) Click Save in the upper right-hand corner OR if the cost of this request needs to be split, click on **Add Another Allocation** to input another org/fund/program and then click Save. **TIP** – if you added another allocation, leave the percentage at 50/50. Once you have added your total estimated amount you can go back and input the exact dollar amount for each allocation.

6) Click on the Meals tile and select Meals – Other.
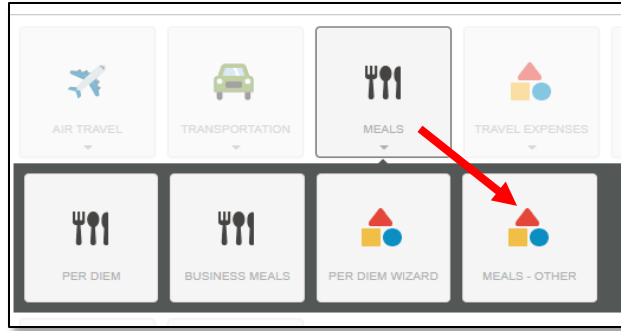
7) Input the dollar amount in the Estimated Amount field, include a description of what the amount will cover, and click Save.

8) Click on your report name in the upper left-hand side and that will bring up your report header on the right-side. Scroll all the way down on your report header to attach backup documentation such as a flyer for an event, agenda for a meeting, quote for food order, etc. You may also post any comments if needed.

9) Click the green Submit button if you are ready to submit, OR if you added another allocation and need to split the cost, click Edit, scroll down to the bottom of the report header and adjust the dollar amounts as needed for each allocation (do not adjust the percentages as they will update after you input the dollar amounts). Then click Submit.

10) Once the pre-approval report has been approved, check your Pcard's available balance. If an increase is needed, email pcard@stockton.edu with the last 4 digits of the Pcard, the CR #, and the card will be modified to allow for the charge to be processed.