

How to Pay for Event Services

Processing Vendor Invoices



Hospitality Payment/Reimbursement Request Form

This form can be used to pay for snacks purchased with a p-card; snacks bought by a staff member; catering provided by Ha Tien Cove, Taqueria Girasol, SFSU Catering; or printing from CTRL+P.

Transfer Payment Request Form

This form is used to pay Sodexo. Sodexo will fill out their portion of the form and send it to CEETL's billing personnel for processing. Other vendors may use it too, but if in doubt, ask the service provider how they would like to be paid.

Direct Pay Request Form

This form is often used with entities affiliated with the University Corporation (UCorp). It is less often used for CEETL events, but may be used for event spaces, such as the Annex. When in doubt, ask the service provider how they would like to be paid.