



When and how to submit the P2P Hospitality Request (non-travel)

When to Use the P2P Hospitality Request (non-travel) Form

The P2P Hospitality Request (non-travel) should be completed for all hospitality purchases incurred while not in travel status and paid to an external supplier using stateside funds. This includes food, beverages, catering, or hosted events conducted for official university business. Please follow the university [Hospitality Policy](#) when creating your request.

The form is also required when hospitality is provided by Cal Poly Pomona Enterprises. See this [link](#) for campus catering options. In those cases, select “Cal Poly Pomona Foundation Inc (Cal Poly Pomona Enterprises)” as the supplier when completing the request. The form includes a list of example purchase types / appropriate uses. All Hospitality Requests submitted in P2P should fall under one of the categories listed.

P2P Hospitality Request List of Appropriate Uses:

Utilize this form to initiate a request for Hospitality (non-travel). Examples are:

- Award or Service Recognition
- Farewell Event
- Venue
- Catering
- Morale Function
- Entertainment Services
- Participation Incentive
- Farewell Award
- Promotional Items
- Other

This form should not be used if the request:

- Is for IT Hardware and/or Software. See the IT Hardware and/or Software Request form.
- Is for Goods and Services (non-IT). See Goods & Services Request Form.
- Is for services provided by an individual who is self-employed, guest speaker, or guest lecturer. See the Independent Contractor Request Form.
- Is a payment for a Direct Payment invoice.
 - Note: only applicable to campuses with Direct Pay.
- Is for a Capital Project or Public Works. See the Public Works Request Form.

Note: A supplier must be identified in the Suppliers section to submit the form. If the supplier does not exist, submit a Supplier Request form before completing this.

Notes on Hospitality Request Forms:

A quote from the supplier is required to complete this P2P form. If you do not yet have a quote from the supplier, please first obtain the quote before starting the request in P2P.

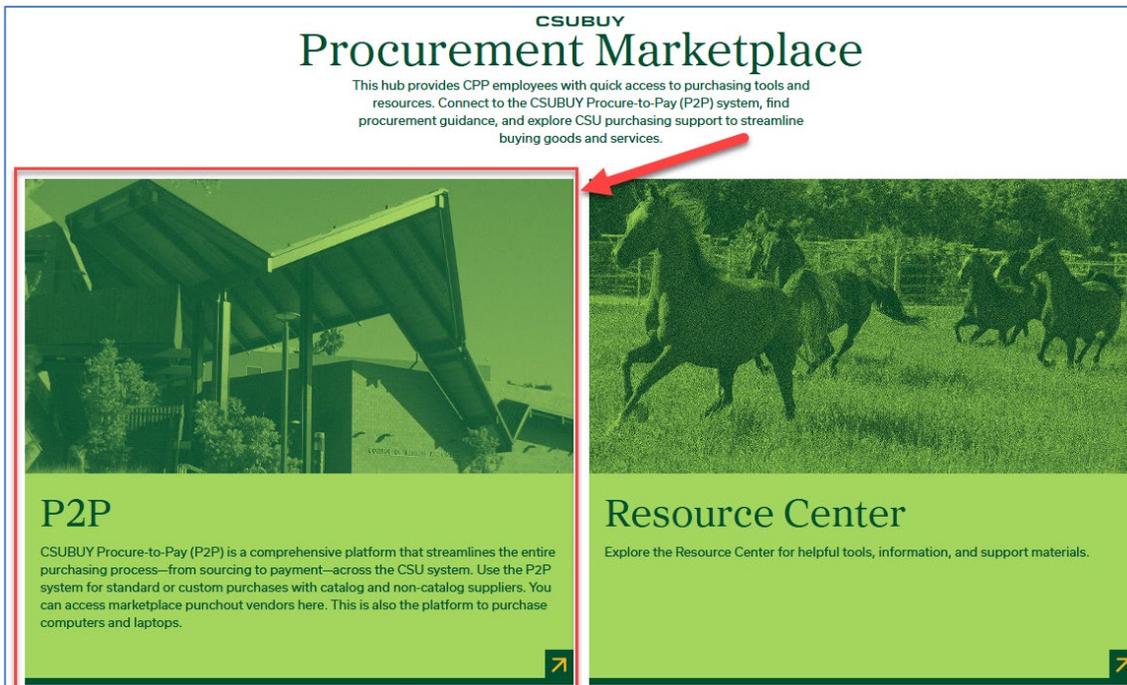
A P2P Hospitality Request (non-travel) must be submitted prior to the event, with enough lead time for Procurement to issue a purchase order. If services have already been rendered without a purchase order in place, the **Payment for Unauthorized Purchase** form request must be used.



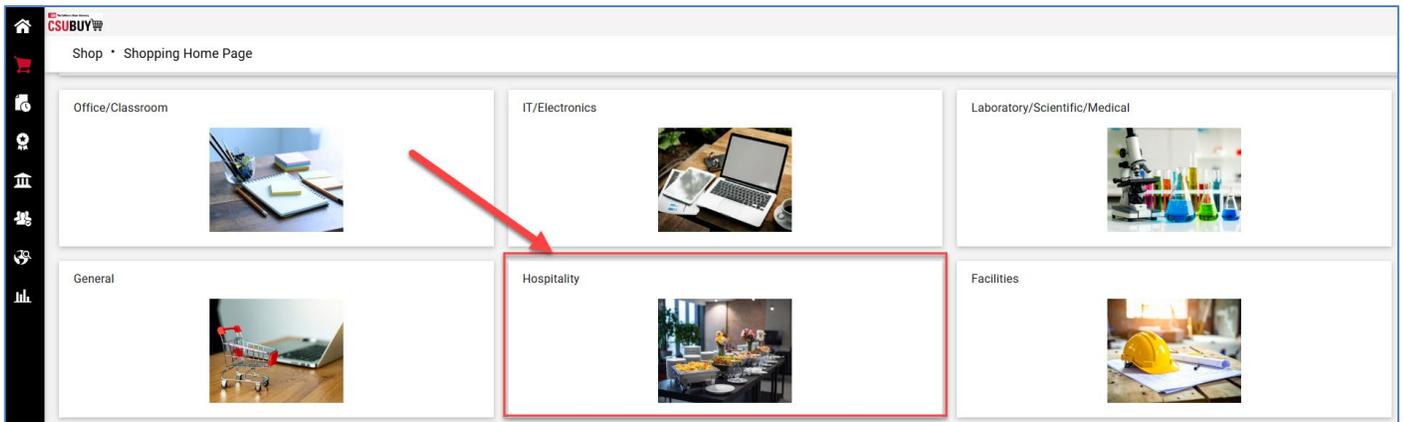
How to Submit the P2P Hospitality Request (non-travel) Form

- 1) Log-in to P2P: <https://www.cpp.edu/procurement/marketplace/index.shtml>

P2P access and roles must be granted to access the form. If access is not granted, please request access using the following ServiceNow ticket: [CFS & P2P User Access Request](#)

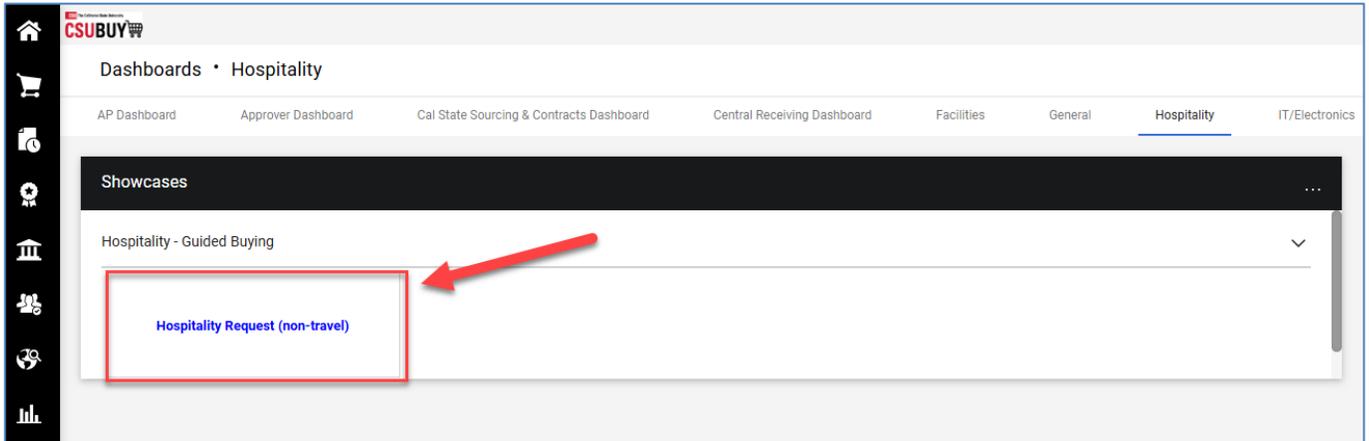


- 2) On the P2P Shopping Homepage, go to **Hospitality**.





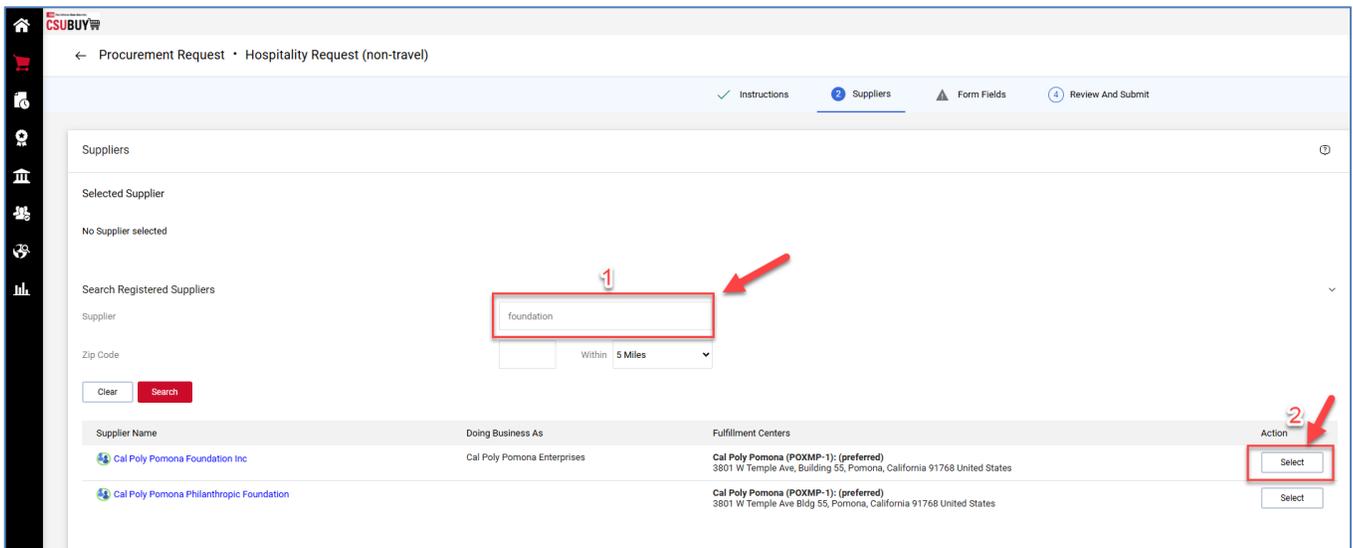
3) In the Showcases menu, go to **Hospitality Request (non-travel)**.



4) The list of appropriate uses for the form will display on the first page. Review the list if needed, and click **Next**.



5) Enter a supplier. Note that 'Supplier Not Known' may not be used. If the supplier is not active and available in P2P, stop here and submit a New Supplier Request. Follow this [link](#) for guided instructions for submitting a New Supplier Request in P2P. Once the supplier is selected, click **Next**.





- 6) Enter the **General Information – Request Details** required fields marked with the star ★ symbol. Please include the section of the Hospitality Policy that the request aligns with here, along with the Business Purpose:

Provide details of the Business Purpose or justification for the hospitality request. ★ ⓘ

2000 characters remaining

- 7) Enter the **General Information – Event Details** required fields marked with the star ★ symbol. If the number of participants is less than 5, please list them in the comment box and note each participant type. If more than 5 participants, please download the sample participant file, fill in the file with types/names, then upload the participant file as an internal attachment on the Requisition. Check the box to confirm.

Note: If the participant listing is not known until after the event is completed, please remember to upload it as an internal attachment to the purchase order following the event.

Is the number of participants/group of participants more or less than 5? ★ more than 5 less than 5

You selected more than 5, please upload a file listing the participant names or group names. Note: an available template can be used. [↓ Sample Participant File](#)

Please upload your participant file as an internal attachment on the Requisition

- 8) If **Catering** is selected in the Request Details section, additional information will be required for the catering details. The cost per person for the type of meals provided must be within campus per person rates as stated in the [Hospitality Policy](#).

Catering Details

What type of meals are included for the event? ★ 1 Breakfast Lunch Dinner Light Refreshments

Provide the cost per person for lunch. Note: Reference the Help Text for your campus' maximum per person rates. ★ 2

If applicable to your campus, did you receive a Catering Waiver?



- 9) On the **Cost Details** tab, click 'Yes' to verify that you have the required documentation to upload (the quote from the vendor). Note that you will not actually upload the quote now. You will just mark 'Yes'. The quote will need to be uploaded in the following steps as an attachment to the requisition.

General Information **Cost Details**

Quotes & Other Attachments

Please upload the quote(s) you received along with all required documentation for this request.

Do you have documentation to attach? ★ ● Yes No

Please upload quote(s) and all required documentation as internal attachments on the Requisition.

- 10) Enter item details under the **Cost Details** section. If the item or service that you're paying for does not have a unit of measure and is not a tangible good, the unit of measure should be listed as **LO – Lot with Quantity – 1**.

Cost Details

Catering Cost

Unit Price ★ 5,000.00 USD Quantity ★ 1

Unit of Measure ★ **LO - Lot**

Product Description ★ Include product description here; recommend copy details from the quote.
928 characters remaining

Taxable Yes

Catalog No.

Commodity Code ★ 158001 - Catering Services



Note: The Taxable field might display as Yes on the Cost Details page, even if the item or service being paid for is not taxable. This is a glitch in the P2P system, and it should correct itself when you go to your cart. If not, you will also have the option to deselect Taxable in your cart before you proceed to checkout.

Taxable	Yes
Catalog No.	
Commodity Code ★	158001 - Catering Services

11) Advance to the next page and click **Add and Go To Cart** on the top right.

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12) Name your cart (optional) and select your Deliver To Location. Naming the cart is not required but is recommended, as it will help you identify the requisition once it's been submitted.

Cart Name	February 2026 BroncoTest Catering
Deliver To Location	121-2168_POCMP

13) Verify that the Taxable box is correctly selected/deselected. If it's incorrect, you can toggle it by clicking the box.

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity
<p>1 Item</p> <p>Cal Poly Pomona Foundation Inc · 1 Item · 5,000.00 USD</p> <p>SUPPLIER DETAILS: Cal Poly Pomona (POXMP-1) · 3801 W Temple Ave, Building 55, Pomona, California 91768 United States</p> <p>Contract: no value</p>					
1	<p>Hospitality Request (non-travel)</p> <p>Contract:</p> <p>Include product description here; recommend copy details from the quote. Procurement Request: Hospitality Request (non-travel)</p> <p>ITEM DETAILS</p> <p>How many day(s) is the event? Single Day</p> <p>Provide the Event Date.</p> <p>Event Start Date</p>	158001	LO	5,000.00	Qty: 1 LO
	Commodity Code	Catering Services		Taxable	<input checked="" type="checkbox"/>
	Receiving Required			Asset	<input type="checkbox"/>



14) Proceed to checkout.



15) Add chartfields at the bottom of the page. First, click the pencil icon.

^ CHARTFIELD									Values have been overridden for this line
Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project	
POCMP Cal Poly Pomona	no value	no value	158001 Catering Services	660090_POCMP Expenses-Other	no value	no value	no value	no value	

16) Next, search for the specific stateside chartfields that this Hospitality Request will be charged against. Then click **Save**.

- 1) Fund
- 2) Department ID
- 3) Account Override (only use if Account derived from Commodity CF is incorrect)
- 4) Program
- 5) Class

Note: Do not change the Commodity CF and do not copy the existing Commodity CF to other lines.

Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
POCMP - Cal Poly Pomona	PCR01_POCMP	67700_POCMP	158001	660090_POCMP	Search	0602_POCMP	0000_POCMP	No Value

(Note: Red arrows in the original image point to the search icons for Fund, DeptID, Account Override, Program, and Class.)

17) Upload the quote, agenda, flyer, and participant listing to the Attachments tab. The quote must be attached for the requisition to be approved. If the agenda, flyer, and participant listing are not yet available at the time of the requisition, please add a comment stating that they will be available at a later date, and remember to attach them to the purchase order when ready.

Summary	Taxes/S&H	PO Preview	Comments	Attachments	History
<p>Attachments found: 0</p> <p>This document does not have any attachments associated with it.</p> <p>If you need to add an attachment, return to the Summary page and find the "Add attachment" button.</p> <p>Please note that attachments cannot be added to documents once they have completed workflow.</p>					<p></p>

18) Assign cart or submit requisition. After submission, DOA Approval step will be first in the workflow. Following DOA approval, the Hospitality Form will be routed through compliance and Procurement review. Once the Requisition is approved, the Purchase Order will be auto-generated and sent to the supplier.