

CardQuest and TechMart Descriptions Guides

Short Description

Simple Description

Food, working meal, supplies, programming items, etc.

**There is a difference between food and working meal*

Food – supply for an activity, ingredient

Working Meal – meal with a meeting

Business Purpose

Answer What, When, Who, and sometimes Where

Include a date of the event, program, activity

If the event has a particular name, please name it.

Ex: ORE Working Meeting 9/5

Blacker RA Event 10/2

Techfest Vendor Payment 9/30

Tickets for Kings Game 10/13

Office supplies don't need a when (date) but a where (which office)

Ex: Office Supplies for Bechtel Office

Choosing an expense type: 90% of the time you will choose Supplies Allocable or Unallocable

Allocable

Supplies/items that benefit or contribute to Caltech's mission or bottom line

Ex: Programming costs for a specific event, office supplies, working meals, etc.

Unallocable

Supplies/items that don't directly benefits to Caltech's mission or bottom line

Ex: non-direct supplies, non-programming or working meals, entertainment, etc.

**Most of the House's expenses will be this*

Other useful expense types:

Food

Supply for a program, event, or activity. Is it an essential part of the activity.

Catering

Large amount of food for a particular event. Large scale.

Entertainment

Entertainment on a large scale. Ex: Concert performer, ice skating for house event.

Transportation

Transportation to and from a Caltech sponsored activity, event, or program.