**Events**

1. **P-Card**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
       - Include business justification with backup and fill out the Adhoc Approver Section, Complete M&E Payment Request Form
     - No
       - Assign cart to AFO

2. **Amount Based PO**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
     - No
       - Assign cart to AFO

3. **Facility Rental Only**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
       - Fill out the Supplemental Form and Invoice to AFO
     - No
       - Assign cart to AFO

4. **Facility Rental + Catering**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
       - Fill out the Supplemental Form and Invoice to AFO
     - No
       - Assign cart to AFO

5. **Facility Rental + Catering (Contract)**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
       - Fill out the Supplemental Form and Invoice to AFO
     - No
       - Assign cart to AFO

6. **Facility Rental Only (Contract)**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
       - Fill out the Supplemental Form and Invoice to AFO
     - No
       - Assign cart to AFO

7. **Catering (on-campus)**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
       - Fill out the Supplemental Form and Invoice to AFO
     - No
       - Assign cart to AFO

8. **Catering (off-campus)**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
       - Fill out the Supplemental Form and Invoice to AFO
     - No
       - Assign cart to AFO

9. **Meeting & Entertainment Payment Request Form**
   - Exceptional Expense?
     - Yes
       - Fill out the Adhoc Approver Section in BearBuy & assign cart to AFO
     - No
       - Assign cart to AFO

**IMPORTANT NOTES/REMINDERS:**

- Supplemental Form to be submitted directly to AFO. AFO will forward to COAP.
- It is the Requester's responsibility to monitor the PO and submit the Supplemental Form with the invoice and supporting documents to the AFO for payment processing.
- Additional action may be required for most of these expenses and may be subject to exceptional expense approval, as well as, SCM and Risk Management review/approval prior to PO issuance. In some cases, waivers are required. Allow for some time for such requests.