

**SEATTLE CHILDREN'S RESEARCH INSTITUTE  
OPERATING POLICIES / PROCEDURES**

**DEPARTMENT:** Project Management Office (PMO)  
**POLICY NUMBER:** PMO-04  
**REPLACES:** RPM-Events-002  
**EFFECTIVE DATE:** September 21, 2007  
**REVISION DATE:** September 24, 2008  
**POSTED FROM:** \_\_\_\_\_

**TITLE:** Event Costs

**SUMMARY:**

All costs associated with the creation of an event project are the responsibility of the sponsor. This includes, but is not limited to venue, all catering, office supplies, conference supplies (lanyards, nametags, notebooks, etc.), speaker honoraria, travel, and entertainment costs.

The PMO shall not advance to any department engaged in an event project the cost of any purchase or contract deposit. It is the responsibility of the sponsor to make the necessary funds available, or requisition the appropriate item in a timely manner.

**POLICY/PROCEDURE:**

**The goals of this policy are to:**

- Assure that all event costs are paid by the project sponsor.
- Clarify expectations regarding the purchase of all items related to the event project.

04-1.1 If Full Event Management service level is elected, it must be determined at the beginning of the event project if the event project leader shall have authority to make all necessary event related purchases upon approval or if the Department or Center administrative staff shall requisition all necessary items.

04-1.2 If the Department or Center elects to have internal staff requisition all necessary event related items, a primary contact must be determined and made available to the project manager to coordinate all event related expenditures.

04-1.2.1 The department contact must be briefed as to the importance of the purchasing tasks in relation to event deadlines and preexisting departmental priorities by the project sponsor.

04-1.2.2 The departmental contact will be responsible for receiving all invoices and receipts, but shall provide a copy to the project leader.

04-1.2.3 The department contact will track all event related expenditures and provide a report to the project leader.

04-1.3 If the project manager is given authority to make event related purchases and expenditures, the project leader will track all project expenditures and provide a report to the sponsor.

Submitting Office: Project Management Office (PMO)

Approved by:

\s\ Heather Lindemann, PMP, Director of Project Management & Strategic Initiatives, 09/24/2008

\s\ Approver Name, Title, Date