



## ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

NUMBER: B-12.1

**SUBJECT:** Department Hosting Authority for County-sponsored Events and Activities

**RESPONSIBLE DEPARTMENT:** County Executive/Clerk of the Board

**APPROVED:**  **DATE:** 1/13/23  
Michael P. Callagy, County Executive

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### PURPOSE

The purpose of this memo is to establish policies and procedures consistent with Section 2.72.050 of the San Mateo County Ordinance Code, for the authorization and payment of expenses for hosting events that benefit the County, such as conventions, conferences, trainings, or special meetings.

When the County or its employees or officers act as host for a convention, conference, training, or special meeting, the expenses may be paid by the County. These events may include non-County participants. This policy is intended to apply to the hosting of any event by the County that is not social in nature, regardless of the funding source. Departments must establish internal controls for documenting all hosting expenditures, regardless of the cost, and all payments must be made in accordance with other County policies and procedures for reimbursement of expenditures. Events that are social in nature such as parties, retirements, holiday events, and picnics are expected to be paid by the participants and are not legitimate departmental operating expenses subject to payment under this memo.

#### Hosting Authority for Events - \$2,500 and Below

Gross expenditures up to \$2,500 per hosted event, or a cumulative amount of up to \$2,500 for a series of events in a single fiscal year, may be authorized by the Department Head or designee. A copy of the approved Authorization to Host form must be submitted to the Controller's Office along with claims for payment.

#### Hosting Authority for Events - \$2,501 and Above

Gross expenditures exceeding \$2,500 per hosted event require approval of the County Executive prior to the event date. The County Executive may, at their discretion, require Board of Supervisors approval.



AUTHORIZATION TO HOST

**1. Hosting Authority for Events \$2,500 and Below**

Department/Division Name: \_\_\_\_\_

Budget Unit Number: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number/Description of Persons Attending: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Event: \_\_\_\_\_  
\_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head or Designee

**2. Hosting Authority for Events \$2,501 and Above**

**COUNTY EXECUTIVE ACTION:**

- Approved
- Not Approved
- Recommended for Board Approval

**BOARD OF SUPERVISORS ACTION:  
(If Board Approval Recommended)**

- Approved
- Not Approved

\_\_\_\_\_  
County Executive or Designee      Date

\_\_\_\_\_  
Authorized Signature      Date