VISTA ROOM – Procedures for Purchasing Blocks of Tickets
The purchase of blocks of tickets, paid for by state or university funds, must conform with the CSU and SF State Hospitality Policy. Please note that tickets purchased using an employee’s personal funds are not subject to Hospitality Policy restrictions, unless the employee seeks reimbursement for the expense.

1. Requestor submits a Direct Payment Request form for the block of Vista Room tickets.
2. This will be treated as an advance, and AP will create an Open Item in the name of the requestor.
3. Check for the block ticket purchase will be made payable to the Vista Room.
4. Requestor is responsible for submitting a Hospitality Form to clear the open Item in their name, by listing the names, along with business affiliation(s).

If you have questions regarding this procedure, please contact David Chelliah, x53693 or Wayne Kuhaupt, x82367.