



## Justification/Approval for Food Purchases

Complete this form and obtain approval **prior** to purchasing meal services for university functions. Please use commitment item 665114 for food services contracted with Aramark or 665130 for other allowable food and restaurant purchases on all payment documents. Business meetings meals will also now be on this form.


### SECTION 1

Complete prior to the event and forward to the Vice President (VP)/Dean for esignature.


Responsible Employee:   Date Prepared:  

Requesting Dept:  Requesting Dept Funds Center:

### Event Information


Title:  Date:  

Place:  Start Time:

Type:   End Time:

[Link to event type description \(Spending Guidelines\)](#)


Business Purpose of Event:

 Justification:

### Participant Information Estimates and Description

Vendor/Payee Name:

Estimated # of Participants:  Estimated Cost:

 Commitment Item:  Funds Reservation Number:

### Approval

I authorize this expenditure and certify that it is for official business purposes and is in compliance with University spending guidelines.

Signature: \_\_\_\_\_ [Link to esignature instructions](#)

Note - if related to grant, request must be approved by Grant Accountant (Waller 22)

\*Note VP/Dean approval not necessary for purchases made using the food purchasing card.

### SECTION 2

Complete after the event and include with payment request. Payment will not be made until this section is filled out.

### Actual Participant Information

Participant Name	Affiliation/Group	Participant Name	Affiliation/Group

Approximate number in attendance if more than 10: \_\_\_\_\_

\* For groups larger than 10 please attach a brief explanation of attendees.

#### Signature of Employee Responsible for Request:

I certify funds were spent according to university guidelines and not for personal benefit of the employee or other individuals. I understand the misuse of university funds may result in disciplinary action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 

## Instructions for Justification/Approval for Food Purchases Form

\***Responsible Employee** is defined as the individual responsible for the event.

1. This form should be completed and approved **prior** if you are purchasing food for university functions. **Form must be used for the following events. The associated Spending Guideline and page section are referenced next to each event type:**
  - a. Official University Function (pg 4 - Sect 1);
  - b. Evening Reception (pg 4 - Sect 3);
  - c. Staff Retreat, Workshop, and Training (pg 4 - Sect 4);
  - d. Overtime and Extraordinary Circumstance (pg 5 - Sect 5);
  - e. Meeting and Other Event with students (pg 5 - Sect 6);
  - f. Holiday Reception and Employee Picnic (pg 5 - Sect 7);
  - g. Employee Recognition Events (Human Resources Only) (pg 5 - Sect 8);
  - h. Search and Screen
  - i. Other.
2. SECTION 1  
**If you are filling this out as part of Candidate Search and Screen, you do not need VP/Dean Signature**
  - a. Responsible employee completes Section 1 prior to the event;
  - b. The completed form is then emailed to the appropriate Vice President (VP)/Dean for esignature approval;
  - c. Enter a purchase request
  - d. Attach signed form along with catertrax request form to purchase request;
  - e. Purchasing will issue purchase order; and email it to Aramark
  - f. If not Aramark, purchasing will email end user copy of purchase order to take to vendor.
3. SECTION 2
  - a. Responsible employee completes Section 2 after the event including signing bottom of form to verify that funds were spent according to the guidelines;
  - b. Forward all payment documentation (invoice(s), itemized receipt(s), etc.), including the completed form, to Accounts Payable
  - c. Purchase Request:
    - i. Forward all supporting documentation to Accounts Payable department for processing;
    - ii. **Failure to include a completed Justification/Approval for Food Purchases Form will delay payment**
    - iii. If the event is higher than purchase order, accounts payable will email end user for approval.
  - d. Food or purchasing card purchases:
    - i. Attached the Justification/Approval for Food Purchases Form to the corresponding receipt;
      1. Each form does not need to be signed for each purchase;
      2. The prevailing approval will be the signed purchasing card reconciliation;
      3. A completed Justification/Approval for food purchases form is necessary to maintain the appropriate documentation as required by the Spending Guidelines.
4. NOTE: If actual attendance/costs are significantly different from the estimates, the purchasing department may contact the responsible employee for further justification.
5. Proper authorization must be obtained; the responsible employee of the form cannot be the approver.
6. Contact Procurement Department, x3415, with any questions concerning this form.

***\*Please attach any documentation available that substantiates the event as an official university event, i.e. flyer, agenda, email, etc.***