



Food Purchase Documentation Form

Organizations that have project codes starting with 1 may not purchase food items except to support lab or classroom functions or when documented grant stipulations indicate food purchases are appropriate.

As defined the food purchase policy, food purchases by other University budgets require documentation of the public purpose served by the purchase and must be signed by the appropriate Account Sponsor and Vice President.

Name of the Event

Brief Description

Date of Event

Check the appropriate box to indicate the public purpose of the event.

Recruiting Meals: Meals for prospective faculty, staff or students, during discussion of the business interests of the University
Estimated number of recruits Reason for recruitment

Business Meals: Meals for business associates, vendors or customers when necessary to conduct University business
Further description of the business purpose

Working Meals: Meals taken during work when the meal enhances or extends the quantity or quality of the work
Further description of the business purpose

Recognition Function: Meals for functions honoring faculty, staff or students
Further description of the business purpose

Meetings, Retreats and Seminars: Meals for University employees at planning or training meetings, retreats or seminars
Further description of the business purpose

Business Development: The reasonable and necessary functions/ events that promote, market and develop the University
Further description of the business purpose

Special Events: Events that have extraordinary significance and importance to one of the University's missions
Further description of the business purpose

Grant Programs: Research Administration staff can provide guidance related to specific grants.
Further description of the business purpose

A publicly publicized event where invitees are notified through multiple media (such as campus-wide e-mail, RiverHawks Weekly or campus-wide posters) would not require submission of the Food Purchase Documentation Form. In such cases, attach the publicized documentation to the invoice or receipts.

Fund Organization PO Number (If applicable)

Account Sponsor's Name _____
Signature Date

Vice President's Name _____
Signature Date
** Designee may sign in place of vice president