



Accounts Payable
 MSN: 3C1
 Tel: 3-2580; Fax: 3-2589

Food and Beverages Authorization Form

Optional Tracking # FB _____

| <u>Vendor/Payee Information</u> | <u>Department Information</u> |
|---------------------------------|---------------------------------------|
| Name: _____ | Department Name: <u>ICA</u> |
| Address: _____ | Phone: <u>33214</u> Fax: <u>33533</u> |
| G#: _____ | Fund/Org # (s) to be charged: _____ |
| Phone: _____ Fax: _____ | Contact Person: <u>Jeanne Medford</u> |
| Contact Person: _____ | |

Event Information

Date: _____ Time: _____ Location: _____

of Attendees: _____ X Maximum per Person _____ = Estimated Amount _____ *Actual Amount _____
*Insert amount upon event completion

Attach list of attendees and their organizational affiliation (not required for student club Functions or events funded by participant Fees)

Purpose of Event (must meet one of the following criteria):
 (See Administrative Policy No. 2102, "Food and Beverages Expenditures", at <http://fiscal.gmu.edu/Policies/index.htm>)

Please check one:

- 1. Business Function: Officials whose signatures appear below certify that these food and beverages expenditures are necessary to conduct official University business, and that the ratio of GMU to non-GMU attendees is appropriate. Explain topic of discussion under "Purpose".
- 2. Student Academic Function: Must contribute to the academic mission of the university. Explain under "Purpose".
- 3. Student Club Function: Funding approved through student umbrella process.
- 4. Internal Training Function: Food may be provided to participants in a formal training session that lasts all day with business conducted through the time of the meal. Beverages only are allowed at a training session that lasts at least half a day. Describe type of training conducted under "Purpose".
- 5. Other Internal Function: This category is generally reserved for University recognized events, such as the annual University wide holiday party. Explain under "Purpose". **Must be approved by Chief of Staff, Senior VP, or Provost.**

"Purpose": Please describe the purpose of your event, the topic of discussion, or type of training provided:

Note: GMU Will Not Pay For: Alcoholic beverages, flowers Food and beverages at internal planning meetings, internal routine or regularly scheduled meetings or provided as a perquisite

Signatures

| | | | |
|--|---|--|---------------------|
| Signature of Approving Official for Fund/Org <small>(Note: For reimbursement requests, signature of supervisor is required.)</small> | Kevin McNamee <small>Print Name</small> | Senior Assoc AD <small>Title</small> | <small>Date</small> |
| Signature of Senior Approving Official * <small>*(Not required for Student Club Functions or Events Funded by Participant Fees)</small> | Kevin McNamee <small>Print Name</small> | Senior Assoc AD <small>Title</small> | <small>Date</small> |

* **Senior Approving Officials:** <http://fiscal.gmu.edu/Procedures/SeniorApprovingOfficials.pdf>

Distribution: Vendor Payments: Send form to Accounts Payable, MSN 3C1, with original receipts, eVA order and list of attendees.
 Reimbursement requests: Send form to Accounts Payable, MS 3C1, with original receipts and list of attendees.
 Purchase Requisitions: Send form to Purchasing, MS 3C5, with Purchase Requisition and list of attendees.