

West Texas A&M University

Business Meals/Food Purchase Justification

(Original *itemized* receipt or invoice must be attached)

Date of Event _____ **Amount \$** _____

Card Holder _____

Location of Event _____

Name and Purpose of Event *This statement must establish the purpose of the event and a clear benefit to the university. (See Guidelines for Business Meals and Food Purchases) Adequate detail is required.*

(This document will not be accepted if sufficient purpose is not stated.)

Employees Attending:

(If only employees attending, please be sure to attach appropriate documentation as required by Financial Services.)

Non-Employees Attending:

(Attach additional sheet if necessary)

Alcohol Statement

This statement must be completed before submitting.

No, alcohol was not purchased or consumed.
 Yes, alcohol was purchased or consumed. If receipt or invoice does not itemize alcohol purchase please enter the amount \$

Printed Name of ProCard Holder

Printed Name of Department Head

Signature of ProCard Holder

Signature of Department Head

Allowable expenses for business meals/food purchases must be deemed appropriate in the best judgment of the approving authority (Dept. Head/Director, Dean, Vice-President, or President), be cost effective, and serve a clear West Texas A&M business purpose. The Purchasing Department and Accounts Payable reserves the right to request more documentation if necessary. These expenditures must comply with the university's policies which require the expenditure be related to one or more of the following purposes:

1. The recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to a component of the System or the State;
2. The promotion of the communication of intellectual ideas among students, faculty, staff, administrators and/or representatives of the public;
3. The support of student events and activities which are sponsored by a component of the System;
4. The recruitment of highly qualified faculty, staff, and students;
5. The promotion of the exchange of ideas with community leaders regarding the role of a component of the System in the community;
6. The assistance of the Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of a component of the System;
7. The support of a program of continuing education sponsored by a component of the System; or
8. The conduct of staff conferences and receptions or other events designed to recognize and honor employees.

See Guidelines for Business Meals/Food Purchases for appropriate funds.