

# Business Meal/Food Agreement

I acknowledge that if I have been granted permission to purchase business meals on my Purchasing Card on my application and that these purchases are incurred in the scope and course of University business per Policy 3-031. I understand this means at a minimum (initial each line):

- \_\_\_\_\_ 1. No alcoholic beverages will be paid from state-appropriated funds, contract and grant funds, reimbursed overhead funds or ASUU funds unless there is written approval from the cognizant vice president.  
**This would only allow funds 2000-2404, 4900-4913, 6000 or 9000.**
- \_\_\_\_\_ 2. The expenses must be necessary reasonable, and appropriate.
- \_\_\_\_\_ 3. Document the purpose with respect to university business.
- \_\_\_\_\_ 4. A detailed itemized receipt will be obtained from the vendor.
- \_\_\_\_\_ 5. The number of attendees will be noted on the documentation. If ten people or less are in attendance at the meal, the attendees will be listed by name on the documentation supporting the transaction.
- \_\_\_\_\_ 6. If spent on contract or research grant funds, the meal (no alcohol) must be specifically allowed in the funding source.
- \_\_\_\_\_ 7. The meal is not associated with traveling for University business.

The business meal portion of this agreement does not override any individual departmental procedures regarding the purchase of business meals including, but not restricted to, approvals necessary for such expenditures. **Compliance with all aspects of Policy 3-031 is required or this business meal permission may be revoked.**

**MY SIGNATURE BELOW INDICATES I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS ADDENDUM AND MY USE OF A UNIVERSITY PURCHASING CARD AND I AGREE TO COMPLY WITH ALL OF THE CONDITIONS IN THIS ADDENDUM.**

Signature of Cardholder/Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Cardholder's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_