

**DEPARTMENT OF CAMPUS LIFE
JUSTIFICATION FOR FOOD PURCHASE**

Name of Event: _____ **Event Date:** _____

Location of the Event: _____

Event Sponsor: _____ **Time of Event:** _____

Type of Activity:

Student Event	Contract Hospitality	Safety Product
Annual Member Recognition	Volunteer Event	Business Meeting (agency organization accounts only)
Conference & Workshop	Legion Pool	Employee Group Meal (must have VP approval)

Participants: Students Volunteers Employees Non-Employees

Funding Source: Student Activity Fees Agency Funds Departmental Sales

Number of participants who attended: _____ **Total Food Cost :** \$ _____

Total Number of purchases for this event: _____ **Cost Per Person:** \$ _____

Does this conform to the allowable per diem? _____ *

(Per diem does not apply to student organization agency accounts)

Method of Payment : Check Request Petty Cash P-Card

Briefly state the purpose of having food at this event:

Signature of Employee Responsible for this Account: _____

Employees with responsibility for administering institutional funds and employees authorizing reimbursement of purchases for this event should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.

***Allowable Per Diem Limits (cost per person):** \$6.00 for breakfast; \$7.00 for lunch \$15.00 for dinner

INSTRUCTIONS & DOCUMENTS:

Complete this form for each different event and submit along with all other required documentation to the Campus Life Business Office.

If you are paying by check request you must attach this form and all other supporting documents to the check request. If you have multiple methods of payment you may photo copy this form and attach to each check request or other method of payment.

The number of purchases indicated must include all purchases of food items for this event including payments by check request, petty cash and P-Card.

Determine the cost per person by taking the number of participants who attended divided into the total cost of the food for this event. You may be asked to provide a list of participants for some events.

Additional Required Documents may include a) a flyer, agenda or email for the event; b) list of participants and their relationships to UGA if food is purchased at a restaurant or on a per person basis; c) approval from the Vice President for Student Affairs; d) copy of the performer's contract page if food is a requirement for the performance.