

PROCEDURE

Effective Date: November 1, 2015

Revised Date: February 1, 2016

Approved By: Pete Heilgeist, Business Services Director

Authority: [POL-U5348.16](#) Purchasing Food and Beverages

Cancels:

See Also: [FRM-U5348.01A](#) Food and Beverage Approval (FBA) Form
[PRO-U5348.16A](#) Purchasing Food Through Aramark Services

PRO-U5348.16B PURCHASING FOOD WITH P-CARD AND OUTSIDE VENDOR

Action by:

Department

Action:

1. **Determines** if food purchase requires prior approval via the Food and Beverage Approval (FBA) form ([FRM-U5348.16A](#)) by reviewing the [Food Approval Grid](#).
 - a.) If required to complete the FBA form, **follows** the instructions on the FBA form and **goes to** step 3.
 - b.) If not required to complete the FBA form and Chart 1 funds will be used, **go to** step 3.
 - c.) If wanting to use Chart 1 funds but the event does not meet state requirements (per the FBA form), **goes to** step 2.
2. **Works** with appropriate budget authority to determine if Chart 2 funding is available.
 - a.) If Chart 2 funds are available, **follows** WWU Foundation guidelines for required approvals. **Goes to** step 3.
 - b.) If Chart 2 funds are not available, the food purchase is not allowed with University funds.
3. After receiving approval from the VP or Dean delegate, (or RSP if grant funded), **places** order with outside vendor and **pays** with a P-Card.
 - a.) If an FBA form was required, **goes to** step 4.
 - b.) If an FBA form was not required, **goes to** step 5.

PROCEDURE

Action by:

Action:

Department

4. **Ensures** FBA form has been “locked” by the VP or Dean delegate, (or RSP if grant funded).
- a.) If FBA form has not been “locked” by the VP or Dean delegate, or RSP **reviews** *Approval/Routing Instructions* on the FBA form to ensure approval process is completed.

P-Card Reviewer

5. When reconciling payment.net purchases:
- a.) If FBA form was required:
- i.) **Provides** FBA form# in the payment.net comments section,
 - ii.) **Uses** account code E263, and
 - iii.) **Attaches** a copy of the locked FBA form to the food purchase receipt for the P-Card file.
- b.) If FBA form was not required:
- i.) **Notes** “FBA form not required” in the payment.net comment section, and
 - ii.) **Uses** account code E287.

P-Card Approver

6. **Ensures** the P-Card Reviewer followed all of step 5 above.