

PROCEDURE

Effective Date: November 1, 2015

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

Approved By: Pete Heilgeist, Business Services Director

See Also: [FRM-U5348.01A](#) Food and Beverage Approval (FBA) Form
 [PRO-U5348.16A](#) Purchasing Food Through Aramark Services
 [PRO-U5346.16B](#) Purchasing Food with P-Card and Outside Vendor

PRO-U5348.16C PURCHASING FOOD FROM OUTSIDE VENDOR USING PERSONAL FUNDS

Action by:Action:

Department

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, **completes** form and **follows** the FBA form *Routing/Approval Instructions*.

Goes to step 3.
 - b.) If not required to complete the FBA form and Chart 1 funds will be used, **goes 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.
3. Following any required pre-purchase approvals, **places** order with outside vendor and **pays** with personal funds.
 - a.) If an FBA form was required, **goes to** step 4.
 - b.) If an FBA form was not required, **goes to** step 10.

Employee who Purchases Food

PROCEDURE

Action by:

Action:

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| Department | 4. Ensures FBA form has been “locked” by the VP delegate.
a.) If FBA form has not been “locked” by the VP delegate, reviews Approval/Routing Instructions on the FBA form to ensure approval process is completed. |
| Employee who Purchased Food | 5. Completes a Services/Reimbursement (S/R) form and submits to the appropriate Budget Authority. |
| Budget Authority | 6. Reviews S/R form.
a.) If FBA form was required:
i.) Attaches a copy of the locked FBA form to the S/R form,
ii.) Uses account code E263.
b.) If FBA form was <u>not</u> required:
i.) Notes “FBA form not required” in Section V: Description on the S/R form.
ii.) Uses account code E287. |
| Purchasing | 7. Sends S/R form to Purchasing.
8. Ensures step 6 was followed and verifies proper Budget Authority.
9. Sends S/R form to Accounts Payable. |
| Accounts Payable | 10. Ensures step 6 was followed.
11. Processes payment. |