

PROCEDURE

Effective Date: November 1, 2015

Revised: January 17, 2023

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

Approved By: Pete Heilgeist, Director of Procurement

See Also:

Document #[FRM-U5348.16A](#)[PRO-U5348.16B](#)**Document Title:**

Food and Beverage Approval (FBA) Form

Purchasing Food From External Vendor with P-Card

PRO-U5348.16 PURCHASING FOOD AND BEVERAGES THROUGH UNIVERSITY CATERING SERVICES

Action by: Department

1. **Ensures** purchase of food meets criteria based on the type of funding used.
 - a) **Selects** funding options in Section 1 of the [Food and Beverage Approval \(FBA\) e-Form](#) to view the required criteria.
2. **Obtains** a “quote” from [University Catering Services](#).

Important:

- Do not submit the final catering services order form until all approvals to purchase food (using the Food and Beverage Approval e-Form) are received.
 - The cost quote is needed for the approval form.
3. **Ensures** the cost meets per diem requirements if using Chart 1 funds. If it exceeds per diem limits, the order must be adjusted to reduce the cost or Chart 2 funds must be used to fund the difference.
 4. **Follows** any additional requirements stated on the form (e.g., obtain required permits if serving alcohol.)
 5. **Submits** a [Food and Beverage Approval \(FBA\) e-Form](#) to first approver listed in the routing section of the form.

Important: The submitter will receive a confirmation email after submitting the FBA form. The submitter is to note the form # provided in the confirmation. This form # will be required for the catering order form in the billing section.

6. **Monitors** the routing status of the form using the link received in the confirmation email. The final approver needed (before a catering order can be submitted) is the designated VP delegate listed in the routing instructions.

Action by: Approvers

7. **Follows** approval and routing requirements on the routing instructions. Final approver is Accounts Payable.

Action by: Department

8. After receiving all required approvals, **finalizes** order through University Catering Services.

Action by: University Catering Services

9. **Processes** order.
10. **Sends** invoice to the department and Accounts Payable.
11. **Provides** catering services.

Action by: Department

12. Following the event, **reconciles** expenditures and ensures per diem charged to funding sources approved in the FBA form.

Action by: Accounts Payable

13. **Matches** invoice to FBA form.
14. **Contacts** department and/or University Catering Services to resolve any issues.
15. **Pays** invoice.
16. **Locks** FBA form which will automatically notify the department bill has been paid.