

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-U5348.16A](#)**Document Title:**

Food and Beverage Approval (FBA) Form

Purchasing Food and Beverages Through University Catering Services

PRO-U5348.16B PURCHASING FOOD FROM EXTERNAL VENDOR WITH PCARD

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. **Ensures** total 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.
3. **Follows** any additional requirements stated on the form (e.g., obtain required permits if serving alcohol.)
4. **Submits** the [Food and Beverage Approval \(FBA\) e-Form](#) to obtain required approvals listed in the routing instructions.
5. **Waits** until the form has been completed (approved) before making payment to the vendor. Food is not to be ordered/purchased prior to obtaining required approvals. The initiator of the form will receive an email stating the form is complete. The routing status of the form can be monitored by using the link received in the confirmation email.

Action by: FBA Form Approver(s)

6. **Follows** approval and routing requirements on the routing instructions.

Action by: Department

7. After receiving all required approvals, **orders/purchases** food with external vendor with a PCard.
8. **Ensures** FBA form was "locked" by the VP Delegate (final approver). If not, department is to "Lock" form.

Action by: PCard Reviewer

9. When reconciling payment.net purchases:
 - a) **Provides** FBA form# in the payment.net comments section,
 - b) **Uses** same account code as listed on FBA form.

Account Codes:

E263 - If no attendee fee is being charged to cover the cost of food.

E287 - If there is an attendee fee being charged to cover the cost of food.

- c) **Writes** the FBA form # on the food purchase receipt for the P-Card file.

Action by: PCard Approver

10. Ensures PCard Reviewer followed all of step 9 above.