

# University of South Alabama – Food Use Documentation Form

*Note* – This form is to be used to provide appropriate documentation for food purchased by University departments for meetings, including refreshments, lunches, etc. It is not to be used when taking consultants, guest speakers or other University guests OUT to lunch or dinner. **Please attach this for as supporting documentation to LPO's, Direct Pay Forms when food is purchased for an event.**

1-Date \_\_\_\_\_ Location of meeting/event \_\_\_\_\_

2-Time (beginning and ending) of meeting  
for which food is purchased: **Beginning** \_\_\_\_\_ **Ending** \_\_\_\_\_

3-Description (purpose) of meeting for which food is purchased  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4-Description of food purchased (e.g., coffee, refreshments, lunch, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

5 – Vendor name \_\_\_\_\_  
P. O. Number \_\_\_\_\_

6-Attendees (use additional sheets if needed)  
*University personnel*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Non-University personnel*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Students*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **General State Guidelines Regarding Purchase of Food**

### Refreshments

- Refreshments (coffee, etc.) purchased for meetings involving University personnel only are generally unallowable.
- Refreshments may be purchased for those occasions where it is appropriate to extend reasonable hospitality to University guests.

### Meals

- Meals may be purchased for University meetings and workshops for University personnel if such meals are incidental to the meetings and not providing them would be counterproductive to the meetings. Generally, the meeting must be held on both sides of the meal hour (e.g., a meal may generally be purchased for a meeting from 10 am until 2 pm.)
- Students under the employment of the University or students being paid for specific projects are considered University personnel and must follow guidelines for employees (while performing in that capacity).
- If available, copies of an agenda, brochure or other documentation should be submitted with each request for payment.