



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Justification/Approval for Food Purchases

Complete this form and obtain approval prior to purchasing meal services for university functions. Please use commitment item 665114 for food services contracted with Aramark or 665130 for other allowable food and restaurant purchases on all payment documents.

Business meetings meals will also now be on this form.

Complete prior to the event and forward to the Vice President (VP)/Dean for signature.

Responsible Employee: [text box]

Date Prepared: [text box]

Requesting Dept: [text box]

Requesting Dept Funds Center: [text box]

Event Information

Title: [text box]

Date: [text box]

Place: [text box]

Start Time: [text box]

Type: [text box]

End Time: [text box]

[Link to event type description \(Spending Guidelines\)](#)

Business Purpose of Event and Description/Justification:

[Large text box for business purpose]

Participant Information Estimates and Description

Vendor/Payee Name: [text box]

Estimated # of Participants: [text box]

Estimated Cost: [text box]

Commitment Item: 665114: Aramark 665130: Other Food Purchase Funds Reservation Number: [text box]

Approval

I authorize this expenditure and certify that it is for official business purposes and is in compliance with University spending guidelines.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Dean, VP or Grant (if applicable) Signature: _____

Date: _____

Instructions for Justification/Approval for Food Purchases Form

***Responsible Employee** is defined as the individual responsible for the event.

This form should be completed and approved **prior** to the event if you are purchasing food for university functions.

A completed Justification/Approval for food purchases form is necessary to maintain the appropriate documentation as required by the Spending Guidelines. This form is required whenever you are purchasing food items, whether it be from Aramark, a local caterer, WalMart, or Amazon through Source Point. This form is also required for business meeting meals on or off campus.

Form must be used for the following events. The associated Spending Guideline and page section are referenced next to each event type:

- a. Official University Function (pg 4 - Sect 1);
- b. Evening Reception (pg 4 - Sect 3);
- c. Staff Retreat, Workshop, and Training (pg 4 - Sect 4);
- d. Overtime and Extraordinary Circumstance (pg 5 - Sect 5);
- e. Meeting and Other Event with students (pg 5 - Sect 6);
- f. Holiday Reception and Employee Picnic (pg 5 - Sect 7);
- g. Employee Recognition Events (Human Resources Only) (pg 5 - Sect 8);
- h. Search and Screen
- i. Other.

***Steps to follow:**

- a. If you are filling this out as part of Candidate Search and Screen, you do not need VP/Dean Signature
- b. Responsible employee completes document prior to the event;
- c. The completed form is then emailed to the appropriate Vice President (VP)/Dean for esignature approval;
- d. Purchase Request
 - i. Attach all supporting documentation to your request in Source Point, including your Food Justification Form and Catertrax
 - ii. send invoice to Accounts Payable for processing (Aramark will enter theirs in SP)
 - iii. It is the requestor's responsibility to assure that the food form estimate is high enough to support the expense. If not, obtain email approval for the increase and upload the approval in SourcePoint
 - iv. After completion of the event, upload your attendance form, if applicable, to your SP PR
- e. Direct Pay Form
 - i. Complete the DP form
 - ii. attach all supporting documentation to your request (Food Justification Form, Attendance Sheet, invoice)
 - iii. send to Accounts Payable for processing
- f. Purchasing card purchases:
 - i. Attach the Justification/Approval for Food Purchases Form to the corresponding receipt;
 - ii. Attach the Attendance Log
 - iii. Attached the detailed invoice; please remember that invoices must be detailed

***NOTE:** If actual costs are higher than the estimate by more than 20%, additional approval must be obtained from the original approver via email and included with your documentation.

***Proper authorization must be obtained; the responsible employee of the form cannot be the approver.**

****Please attach any documentation available that substantiates the event as an official university event,***