

FOOD & BEVERAGE AUTHORIZATION FORM INSTRUCTIONS FOR FUNCTIONS USING OFF-CAMPUS CATERERS

In order to document compliance with the Food and Beverages Policy, the *Food and Beverages Authorization* form was created. This form specifies the criteria, limitations, and approvals required by the policy. A sample *Food and Beverages Authorization* form is included on page 15 of this manual.

The form was designed to serve as a multi-purpose document: (1) a pre-event authorization form, (2) a supplement to the *eVA Order* for invoiced events, and (3) a specialized type of *Payment Request* form for post-event reimbursements. Forms with vendor information pre-printed are available for events catered by Sodexo and the Mason Inn, while blank forms are used for other vendors and for reimbursement requests. Both types of these forms are available at the *Fiscal Services* web site at <http://fiscal.gmu.edu>. They may be filled out on-line and then printed for signature approval. Listed below are detailed instructions for completing the form.

Optional Tracking Number

This space allows the departments to enter their own tracking number if desired. If no document other than the *Food and Beverages Authorization* form is submitted to request payment, such as when making a reimbursement request, Accounts Payable will use the number entered in this space to record a commodity reference number in Banner, to track the expenditure on the department's financial records. The number should be unique for each event.

Vendor/Payee Information

Name: Enter the name of the company or person providing service or requesting reimbursement.

Address: Enter the payee's mailing address.

G#: Enter the payee's GMU G number, Federal Identification Number or Social Security number, if known.

Telephone and Fax: Enter the payee's telephone and fax number, if known.

Contact Person: This will be the payee or individual who can be notified regarding billing of this event.

Department Information

Dept. Name: Enter the department name.

Telephone: Enter the campus telephone number for the contact person. This is the number Accounts Payable should call if there are questions regarding the function.

Fax: Enter the department fax number.

Fund/org #(s) to be charged: Enter the fund/org number(s) the purchase will be charged to.

More than one fund/org may be charged. Indicate the amount to be allocated to each fund/org number. If more than one fund/org number is used, be sure to verify that the Senior Approving Official for each fund/org number is the same. If not, separate *Food and Beverages Authorization* forms are required.

On the next blank line, include the five-digit account code used to record the expense. The following **Account codes** are used to record Food and Beverages Expenditures:

73640 Catered meals and prepared food. This includes catering by Sodexo, other catering services such as Domino's Pizza, and any prepared food purchased at a retail operation.

74620 Unprepared food and beverages purchased through retail locations such as Giant Foods.

73880 Meal costs incurred during business meetings, recruiting or interviews with job applicants.

73881 Meals with employment candidates.

Contact Person: Enter the name of the person that Accounts Payable should contact with questions.

Event Information:

Date: Enter the date that the food and beverages event is scheduled.

Time: Enter the time of the scheduled event.

Location: Enter the location of the scheduled event

Number of Persons Attending: Give an estimated number of persons expected to attend the event. The actual number of attendees will be used for determining compliance with the per-person dollar limitations for food and beverages purchases.

List of attendees: Attach a list of attendees. This list includes the names of attendees and their organizational affiliation. If providing a list is not feasible, a statement to that effect is required. (A list of attendees is not required for Student Club Functions or those events Funded by Participant Fees.)

Purpose of Event: Check the block that applies to the type of function being planned. See page 4 of the manual for a description of allowable function types. Be aware that "Other Internal Function" is generally reserved for university-recognized events or events supporting University-wide initiatives, and requires approval by Chief of Staff, Senior VP, or Provost.

Purpose: Describe the purpose of the event, the topic of discussion, or type of training provided.

Signatures:

Signature of Payee:

This line is only used if the payment is a reimbursement made to a Mason employee or student.

Signature of Approving Official for Fund/org:

Signature card must be on file with Accounts Payable for the fund/org being charged.

Signature of Senior Approving Official:

For student clubs, the Approving Official for the Umbrella Organization must sign.

All functions charging grants or contracts must be approved through the Office of Sponsored Programs. All other functions require the signature of the appropriate Senior Approving Official or designee. For the most up-to-date listing of Senior Approving Officials and their designees, see the Fiscal Services web site at <http://fiscal.gmu.edu> .