FOOD AND BEVERAGES CHECKLIST

(Do not use for Sodexo events)

EVENT TYPE: All, except Student Clubs and Events Funded by Participant Fees

PAYMENT METHOD: VENDOR WILL INVOICE

Required

___ eVA Order
___ Food and Beverages Authorization Form
   ___ Vendor Information Block completed
   ___ Department Information Block completed
   ___ Indicate correct fund/org to be charged
   ___ eVA Order number recorded on the Food and Beverages Authorization Form
   ___ Block checked on Food and Beverages Authorization Form for function type
   ___ Description/Purpose of event
   ___ Estimated number of attendees
   ___ Signature of Approving Official for fund/org
   ___ Signature of Senior Approving Official (Use OSP for all grants)
___ List of Attendees
___ Cost per person within maximum amount (see table below)

* No Alcohol

* No Flowers (except for commencement ceremonies and limited specific Admissions events)

* Maximum amount per person effective October 1, 2015: in the Washington Metropolitan Area including Arlington and Fairfax Counties – Breakfast - $24, Lunch - $25.50, Dinner - $46.50; in Prince William County - Breakfast – $16.50, Lunch - $18, Dinner - $34.50; in Loudon County – Breakfast - $19.50, Lunch - $22.50, Dinner – 39.
EVENT TYPE: All, except Student Clubs and Events Funded by Participant Fees

PAYMENT METHOD: REIMBURSEMENTS

<table>
<thead>
<tr>
<th>Required</th>
<th>Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Food and Beverages Authorization Form</td>
<td>Payment Request Form</td>
</tr>
<tr>
<td>___ Vendor/ Payee Information Block completed</td>
<td>eVA Order</td>
</tr>
<tr>
<td>___ Department Information Block completed</td>
<td></td>
</tr>
<tr>
<td>including correct fund/org to be charged</td>
<td></td>
</tr>
<tr>
<td>___ Block checked for type of function</td>
<td></td>
</tr>
<tr>
<td>___ Description/ Purpose of event</td>
<td></td>
</tr>
<tr>
<td>___ Estimated number of attendees</td>
<td></td>
</tr>
<tr>
<td>___ Signature of Approving Official for Fund/org</td>
<td></td>
</tr>
<tr>
<td>(If a Senior or Designated Approving Official is to be reimbursed,</td>
<td></td>
</tr>
<tr>
<td>his/her supervisor’s signature is required)</td>
<td></td>
</tr>
<tr>
<td>___ Signature of Senior Approving Official (Use OSP for all grants)</td>
<td></td>
</tr>
<tr>
<td>___ List of attendees</td>
<td></td>
</tr>
<tr>
<td>___ Original receipts (itemized or statement that no alcohol costs</td>
<td></td>
</tr>
<tr>
<td>included)</td>
<td></td>
</tr>
<tr>
<td>___ Cost per person within maximum amount (see table below)</td>
<td></td>
</tr>
</tbody>
</table>

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FOOD AND BEVERAGES CHECKLIST

(Do not use for Sodexo events)

EVENT TYPES: STUDENT CLUBS

PAYMENT METHOD: VENDOR WILL INVOICE

Required

___ eVA Order

___ Signature of Approving Official for Fund/org

___ Signature of Approving Official for Umbrella Org.

___ Cost per person within maximum amount (see table below)

Not Required

Food and Beverages Form

Signature of Senior

Approving Official

List of Attendees

PAYMENT METHOD: REIMBURSEMENTS

Required

___ Food and Beverages Authorization Form or Payment Request Form

___ Signature of Approving Official for Fund/org

___ Signature of Approving Official for Umbrella Organization

___ Original receipts (Itemized, or a statement that no alcohol costs included)

___ Cost per person within maximum amount (see table below)

Not Required

Signature of Senior

Approving Official

eVA Order

List of Attendees

If Food and Beverages Form Used:

___ Vendor/ Payee Information Block completed

___ Department Information Block completed including correct fund/org to be charged

___ Block checked for Student Club Function

___ Description/ Purpose of event

* No Alcohol

FOOD AND BEVERAGES CHECKLIST
(Do not use for Sodexo events)

**EVENTS FUNDED BY PARTICIPANT FEES**

<table>
<thead>
<tr>
<th>Required</th>
<th>Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ eVA order</td>
<td>Food and Beverages Form</td>
</tr>
<tr>
<td>____ Statement “Funded by participant fees”</td>
<td>Signature of Senior</td>
</tr>
<tr>
<td>____ Fund/org number where fees were deposited</td>
<td>Approving Official</td>
</tr>
<tr>
<td>____ Signature of Approving Official for Fund/org</td>
<td>List of Attendees</td>
</tr>
<tr>
<td></td>
<td>Per person Limitations</td>
</tr>
</tbody>
</table>

* No Alcohol
* Per person maximum amounts do not apply