

University of Utah  
Purchasing Department  
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# PURCHASING CARD

## Business Meal Documentation Form

**For internal use only, retain with the monthly statement**

This form is to be used if you have a valid *Business Meal Purchasing Card Agreement* on file with the Purchasing Department. Use of this form will ensure that you have documented the requisite information supporting a business meal, as specified by Policy & Procedure 3-11. All business meal procurement must comply with this policy including no meals while on travel status. For a complete description, consult the University of Utah website: [www.utah.edu](http://www.utah.edu).

Cardholder Name:		
Merchant:		
Date of Purchase:		
Number of people in attendance: _____  If less than eleven list by name those present: →		
Business Purpose: (be specific, including what type of group was involved)  <i>If the meal involved University employees, please describe why it was necessary to conduct business over a meal</i>		
Was alcohol purchased? _____  If yes, to what fund was it reallocated? _____	No alcohol can be paid from state-appropriated funds, contract, and grant funds, reimbursed overhead funds or ASUU funds unless there is written approval from the cognizant vice president.  <i>This would only allow funds: 2000-2404, 4900-4913, 6000, or 9000</i>	
<b>Total \$</b>		