



Business Meal Documentation Form

For internal use only, retain with the PCard monthly statement.

Use of this form will ensure that you have documented the required information supporting all food purchases. For more information regarding business meals or recruitment/entertainment, please refer to **Policy 3-031**. All business meal procurement must comply with this policy including no meals while on travel status. For a complete description, consult the Purchasing Card Handbook.

Keep this form with the itemized receipt.

Cardholder Name: _____

Merchant Name and Location: _____

Date of purchase: _____ Number of people in attendance: _____

Business relationship of participants (occupations, names, titles or other designations).

If the number of people in attendance is 10 or less, list the names of those present:

*Please note: an employee must be present at business meals.

Business purpose, benefit gained or nature of the business discussion. Please be specific.

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.
This would only allow funds: 2000-2404, 4900-4913, 6000 or 9000.