

University of Georgia
Request for Authorization to Provide on Campus Group Meals

Instructions

Note:

These expenditures will be subject to special audit scrutiny, to insure that such expenditures are infrequent, rather than routine. This policy does not allow the purchase of meals for a “lunch meeting” in which the meal and the meeting are the same.

1. When the need to provide meals becomes evident, have the purchase of meals approved ***prior to the date of the event*** (non-emergency situations).
2. Complete the “Request for Authorization to Provide on Campus Group Meals”. All items must be completed for the document to be processed.
 - Purpose of Meeting - A brief description of what is to be accomplished,
 - A formal written agenda must be attached.
 - The account to bear the expenditure must be included. All check requests using OVPR or Contracts & Grants funding should be routed through those departments before submitting the form to Accounts Payable,
 - All participant names must be included,
 - The host Department head must sign and,
 - The appropriate Dean or Vice President must approve the expenditure.
3. Meal expenses must be documented by original receipts.
4. After all approvals are obtained, retain a copy and submit the original to Accounts Payable along with the original receipts and check request.



The University of Georgia

Accounts Payable
Request for Authorization to Provide on Campus Group Meals

Purpose and Justification of Meeting:

*Formal written agenda for meeting must be attached to this document.

Account that will bear the expenditure: _____

All check requests using OVPR or Contracts & Grants funding should be routed through those departments prior to submitting to Accounts Payable.

Session Date and Time: _____

Total amount of meal: _____

Participant Name

Participant Name

Table with two columns for Participant Name and two rows of blank lines for entries.

Department Head Signature

Date

Dean or Vice President Signature

Date

OVPR or Contracts & Grants approval

Date