



TEXAS A&M UNIVERSITY-KINGSVILLE Business Meal Information Form (Object Code 6340)

Food purchase rules are determined based on specific guidelines related to State of Texas Regulations, A&M System Policies, and Texas A&M University-Kingsville rules and regulations.

Employee Name: \_\_\_\_\_ Date of purchase: \_\_\_\_\_

Payment Method: [ ] P-Card [ ] T-Card [ ] Personal Card or Check [ ] Cash

[If payment method above is a personal credit card or check, you must attach a copy of the credit card (for debit cards, copy of card not required) or the front & back of the canceled check]

Card Number (last 6): \_\_\_\_\_ Total Charge Amount: \$ \_\_\_\_\_ (P-Card or T-Card)

Vendor Name & Location: \_\_\_\_\_

Purpose of purchase: \_\_\_\_\_

Alcohol served: [ ] No [ ] Yes Tip Included: [ ] No [ ] Yes: Amount \$ \_\_\_\_\_

Please select purpose: (select one)

Expenditure request for food and/or refreshments must comply with one or more of the following direct purposes. If an internal audit makes a determination that the request does not comply with one or more of the following direct purposes the food purchase will be considered a violation of the P-Card Rules and Regulations:

- [ ] The recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to a component of the System or the State;
[ ] The promotion of the communication of intellectual ideas among students, faculty, staff, administrators and/or representatives of the public;
[ ] The support of student events and activities which are sponsored by a component of the System;
[ ] The recruitment of highly qualified faculty, staff, and students;
[ ] The promotion of the exchange of ideas with community leaders regarding the role of a component of the System in the community;
[ ] The assistance of the Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of a component of the System;
[ ] The support of a program of continuing education sponsored by a component of the System; or
[ ] The conduct of staff conferences and receptions or other events designed to recognize and honor employees.

Reference: Texas A&M University System Policies and Regulations 21.01.12 Purchase of Food and Refreshments

Required Attachments\*:

- > Participants List (sign-in sheets acceptable if printed name is included)
> Agenda or Flyer
> Itemized Receipt or Invoice

\*Auditors reserve the right to request more documentation if deemed necessary.

I certify that the expenses were business related and are true, correct and have not been reimbursed.

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*\* A form is not required for food purchases that do not fall under the Business Meal category.