

FOOD & BEVERAGE PURCHASE JUSTIFICATION (P-CARD AND REQUISITION)

This form should be completed for all food purchases to articulate the business purpose and provide a record of attendees in compliance with University Policy 10.020. This form does not apply to individual meals while on travel or classroom academic activities.

Department name: _____ Date: _____

Transaction Total: _____ Transaction Date: _____

Name of Vendor: _____

Chartstring used for purchase/reimbursement

Department	Fund Cat	Fund	Function	Program	Project	Purpose	Site

Justification Summary/Business Purpose:

List of guests who attended and relationship to UNT: (if a large list please give a general description and count of the guests. E.g. Faculty, staff alumni etc.)

If purchased with Pcard:

Last 4 digits of Pcard: _____ Name of Pcard Holder: _____

For Reimbursements:

Name of reimbursed: _____ EmplID of reimbursed: _____

Account holder Signature: _____