

Food Charges on the Procurement Card

Generally, **ALL** Food/Drink purchases are prohibited with the P-Card; however, special exceptions require **prior written approval from Procurement, a fully signed and certified Food Purchase Form, and itemized receipts. All documentation, including but not limited to the above, must be uploaded for each transaction.** Food/Snacks may be purchased in restaurants, grocery stores, or any location that food is sold. Please notify the vendor of tax-exempt status before purchase.

Food purchases must meet all of the following requirements:

- The purchase of the food must serve a legitimate business purpose (Retirement, birthday, baby shower, Christmas & Thanksgiving are not considered official University business)
- More than one person must be present for the purchase of food
- **No alcohol may be purchased**
- Any gratuity over 20% requires written justification
- **No tax** - Please notify the vendor of tax-exempt status before purchase.
- **All receipts must be itemized**
- On-site food/catering purchases should be less than \$150.00 per meeting/event. **If the amount is over \$150 require prior written approval from Aramark before requesting approval,** from the P- Card Administrator for use of the P-Card. **This will be enforced, so please plan.**
- On-site and off-site food purchases (all campuses) must comply with the [University Catering Policy \(ADMA-PUR-008\)](#), [University Snack Policy \(ADMA-PUR-009\)](#), [Hospitality Policy – Allowable \(ADMA-PUR-002\)](#), and [Hospitality – Prohibited \(ADMA-PUR-003\)](#) before they will be allowed for purchase with a P-Card.
- Bulk Food Purchase - Identify on form purpose of purchase.
- Bulk Food Purchase for Lab replenishment - Identify on form Lab Location, Researcher, and purpose.
- Approved Blanket Food Purchase forms must be renewed each Fiscal Year (July 1).

If the food is for human consumption, a Food Purchase form, located on the Office of Procurement and Contracts website must be completed with two different signatures before purchase. Scan to pcard@usm.edu for approval.

Departments that require food and drink purchases as a requirement for children and animals must identify themselves to the P-Card Administrator so that this can be documented. Also, include this information in the comment section of each SOARFIN transaction.



FOOD PURCHASE FORM

DATE OF EVENT: _____

DEPARTMENT: _____

TIME OF EVENT: _____

CONTACT NAME: _____

CARDHOLDER: _____

LAST 4 CARD #: _____

RESTAURANT/VENDOR: _____

CHECK BOX THAT APPLIES: MEETING/EVENT

BULK FOOD PURCHASE

ESTIMATED AMOUNT

WILL TAKE PLACE: ON-CAMPUS *

OFF-CAMPUS

**On Campus/Exceeding \$150.00: USM campus has a contract requiring Aramark to be used for all on-campus events and meetings needing catering. Aramark must provide (First Right of Refusal) that they cannot accommodate your event for you to be able to use the Pcard. The FROR memo/email from Aramark must be attached to Food Purchase Form when requesting approval and to your transaction in Soarfin.*

PURPOSE: _____

GROUP ATTENDING: _____

NAMES OF PARTICIPANTS

TITLE/AFFILIATION

- If the purchase is for a meeting be sure to include a copy of the meeting agenda.
- If more than 10 people were present, including a general description of who attended the meeting/event with the name or names of the people leading the event.

I certify that this purchase is not for employees only by assurance through appropriate documentation, that the function is essential to the operation of the university and that provision of meals/refreshments must be incidental to the function rather than the primary purpose of the function.

I certify that this purchase complies with the [University Catering, Hospitality, and Snacks Policies](#).

Signature of Requesting Individual Cardholder

Date

Signature of Budget Authority/Department Head

Date