

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 \$200.00 per meeting/event. **If the amount is over \$200 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 \$200.00:** 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