

Instructions to Request Prior Approval for P-Card Food/Beverage Purchases per Policy 632:

Step 1 - Complete the [Food Purchase Authorization](#) form and save it as a pdf file. No signatures are required as approval signatures will be obtained in Step 2. Also save attendees list and agenda as pdf files.

Step 2 - Initiate the [Food Purchase Routing-PCard](#) form. Follow the instructions to attach the *Food Purchase Authorization* that was completed in Step 1, event agenda, and attendees list to this routing form. The form will be automatically routed to the approver listed on the form for approval/signature.

Step 3- After approver signatures have been obtained, the forms will directly route to the P-Card Compliance Office. Upon review by P-Card Compliance, a red FPA# will be emailed back to you. Once the cardholder has received the assigned FPA#, the food purchase may be completed using the P-Card.

Important:

- The total of all food and beverage payments (Direct bill, Invoice, Reimbursements, P-Card) may not exceed \$500 for the event.
- The business purpose and need for serving food/beverage should be supported by the attached agenda.
- Verify that the *Food Purchase Date* submitted is correct. The card will be *opened for purchases based on the Food Purchase Date*.
- Request need to be received in the P-Card Compliance Office *five days prior to the food purchase date*. This timeline will ensure that the request can be reviewed, the cardholder notified, and the card opened by the intended food purchase date.
- To ensure the necessary compliance reviews may be completed after the purchase, enter the FPA# at the beginning of the ESP note field when coding the transaction.