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

Step 1 Calculate an estimated total cost of the food & beverage purchases for the event. The estimated total cost should include purchases from all the vendors used for the event (ie… Aramark, Wal-Mart, Sam 's Club, Kroger, off-campus restaurants, etc..).

Step 2

- If the estimated total from step 1 is less than $500, proceed to step 3.
- If the estimated total from step 1 is greater than $500, email Aramark to request that they provide the food for the event. Email the request to Gilbert-edward@aramark.com. Off-campus vendors may not be used for events where the estimated cost is greater that $500.
- If Aramark declines to service the event. Retain the communication from Aramark that states that outside vendors may be used, and proceed to step 3.

Step 3 Complete the **Food Purchase Authorization** form and save it as a pdf file. No signatures are required as the approval signatures will be obtained in Step 4. Also save attendees list and agenda as pdf files.

Step 4 Initiate the **Food Purchase Routing-PCard** form. Follow the instructions to complete the form and attach three items to the form: A- the *Food Purchase Authorization* that was completed in Step 1, B - event agenda, C - attendees list. If Aramark has declined the event, the email from Aramark will also need to be attached. Once the form is completed, it will automatically route to the approver listed on the form for approval/signature.

Step 5 Once signatures have been obtained, the form will route to the P-Card Compliance Office. Upon review by P-Card Compliance, the food authorization will be returned to the cardholder stamped with a red FPA number. 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, Aramark) may not exceed $500 for the event.
- The business purpose and the justification 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 must 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 in ESP.