

University of Georgia
Request for Authorization to Provide on Campus Group Meals

Instructions

Note:

These expenditures will be subject to special audit scrutiny, to insure that such expenditures are infrequent, rather than routine. This policy does not allow the purchase of meals for a “lunch meeting” in which the meal and the meeting are the same.

1. When the need to provide meals becomes evident, have the purchase of meals approved ***prior to the date of the event*** (non-emergency situations).
2. Complete the “Request for Authorization to Provide on Campus Group Meals”. All items must be completed for the document to be processed.
 - Purpose of Meeting - A brief description of what is to be accomplished,
 - A formal written agenda must be attached.
 - The account to bear the expenditure must be included. All payment requests and expense reports using OVPR or SPA Post Award funding should be routed through those departments before submitting the form to Accounts Payable,
 - All participant names must be included,
 - The host Department head must sign and,
 - The appropriate Dean or Vice President must approve the expenditure.
3. Meal expenses must be documented by original receipts.
4. After all approvals are obtained, retain a copy and submit the original to Accounts Payable along with the original receipts and payment request.



Accounts Payable

Finance & Administration

UNIVERSITY OF GEORGIA

Request for Authorization to Provide on Campus Group Meals

Purpose and Justification of Meeting: _____

*Formal written agenda for meeting must be attached to this document.

Chartstring that will bear the expenditure: _____

All check requests using OVPR or SPA Post Award funding should be routed through those departments prior to submitting to Accounts Payable.

Session Date and Time: _____

Total amount of meal: _____

Participant Name

Participant Name

Department Head Signature

Date

Dean or Vice President or designee Signature

Date

OVPR or SPA Post Award approval

Date