

HOSPITALITY PURCHASE ORDER REQUEST

When contracting with a vendor for catering, you must:

- 1) Complete this form (instead of a request for payment/reimbursement of Hospitality expenses,)
- 2) Prepare your requisition and attach any vendor proposal or estimate,
- 3) Submit item #1 and #2 to the Procurement Department **BEFORE THE EVENT.**

Date of event _____ Type of Event _____ Dept. _____

Purpose of Event _____ Account # _____

Contact Person _____ Phone _____ Email _____

Official Host _____ Signature _____ Date _____

Approving Official _____ Signature _____ Date _____

ORSP Approver (if applicable) _____ Signature _____ Date _____

Governmental/Trust Acctg (if applicable) _____ Signature _____ Date _____

Note: Maximum Rates per person including tax and tips for Hospitality Expenses:
Breakfast \$15.00 Lunch \$25.00 Dinner \$40.00 Light Refreshment \$10.00

Estimated expenses:
 Breakfast: _____ Number of people @ \$ _____ per person = \$ _____
 Lunch: _____ Number of people @ \$ _____ per person = \$ _____
 Dinner: _____ Number of people @ \$ _____ per person = \$ _____
 Refreshment: _____ Number of people @ \$ _____ per person = \$ _____
TOTAL \$ _____

Will alcohol be served? Yes No
 Vendor requires a prepayment check of \$ _____ by _____
 Check Distribution: () Mail () Pickup

Vendor Name	Vendor Contact	Phone
Address	City, State	Zip

TO BE COMPLETED BY BUYER

Vendor #	PO # H _____	Buyer Name	Request Date
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ACCOUNTING USE ONLY

Check Amount: _____	Check # _____	Date Issued _____
Disposition of Check _____	Processed by _____	