



Accounts Payable
 MSN: 3C1
 Tel: 3-2580; Fax: 3-2589

Food and Beverages Authorization and Payment Form

Optional Tracking # FB _____

Vendor/Payee Information

Name: _____
 Address: _____

 G #: _____
 Phone: _____ Fax: _____
 Contact Person: _____

Check if Authorization Only

Department Information

Department Name: _____
 Phone: _____ Fax: _____
 Fund or Org(s) to be charged: _____

 Contact Person: _____

Event Information

Date: _____ Start Time: _____ End Time: _____ Location: _____

of Attendees: _____ x Maximum per Person _____ = Estimated Amount _____ *Actual Amount _____
 *Insert amount upon event completion

Attach list of attendees and their organizational affiliation (not required for student club functions or events funded by participant fees). See [University Policy 2102](#), Food and Beverages Expenditures.

Purpose of Event (must meet one of the following criteria). **Please check one:**

- 1. Business Function: Expenditures necessary to conduct official University business; the ratio of GMU to non-GMU attendees is appropriate. **Lunch is generally the only approved business meal for a full-day conference that meets during normal business hours.** Written justification is required when circumstances warrant payment for additional food and beverage service.
- 2. Student Academic Function: Must contribute to the academic mission of the University. Explain under "Purpose."
- 3. Student Club Function: Funding approved through student umbrella process.
- 4. Student Athlete Function: May be provided to recruits, qualifying travelers, current student athletes and athletic staff as approved by Mason's Compliance and/or Senior Athletic Staff.
- 5. Internal Training Function: Food may be provided to participants in a formal training session that lasts all day with business conducted through the time of the meal. Beverages only are allowed at a training session that lasts at least half a day.
- 6. Other Internal Function: Generally reserved for University recognized events, such as the annual University wide holiday party or events supporting University-wide initiatives. Explain under "Purpose." **Must be approved by the Chief of Staff, Senior VP, or Provost.**

GMU Will Not Pay For: Alcoholic beverages, flowers or food and beverages at internal planning or other meetings.

Signatures (Lines 1, 2, and 3 for reimbursements; Lines 2 and 3 only for vendor payments)

1. Signature of payee for Mason employee or student reimbursement only Print Name _____ Title _____ Date _____

(Signature certifies that this is a necessary and appropriate expenditure that has not been nor will not be reimbursed by another party.)

2. Signature of Approving Official for Fund/Org OR Supervisor if Payee is Approving Official for Fund/Org Print Name _____ Title _____ Date _____

3. Signature of Senior Approving Official* Print Name _____ Title _____ Date _____

*Not required for Student Club Functions or Events Funded by Participating Fees

*Senior Approving Officials: <http://fiscal.gmu.edu/Procedures/SeniorApprovingOfficials.pdf>