
Memorandum

TO:

Name of Fiscal Officer

FROM:

Name of Principal Investigator, Department Head, Administrator

SUBJECT:

Purchase of Meals and Refreshments (APM, Section A8.265)

The

(Department or Program)

desires to purchase meals and/or refreshments under

(Purchase Order or Contract No.)

with funds derived from

(Grant, Contract, Fees, and Title)

for

(Identify Function)

Check appropriate block and attach supporting documentation:

- Tuition or fees collected specifically include the cost of meals and/or refreshments.
- Legislative appropriations, resolutions or expression (e.g. Committee reports) specifically allow expenditures for meals and/or refreshments.
- The terms and conditions of a grant or contract specifically provide for payment of meals and/or refreshments.
- The President, Vice Presidents or Chancellors sponsor and present an employee retirement recognition ceremony, for which such cost shall be no less than \$6.00 and no more than \$15.00 per person.

Reviewed and Approved by:

Signature of Department Head

Date

Signature of Fiscal Officer

Date