

## Food & Beverage Expense Certification Form

The Food and Beverage Expense Certification must accompany all invoices for meals, receptions, banquets or coffee which are to be charged to a University department.

### PROCEDURE FOR FOOD AND BEVERAGE EXPENSE CERTIFICATION

The department making the charge should complete a Food and Beverage Expense Certification Form as follows:

**PAYEE NAME:** Enter name of payee.

**EMPLID/FEIN/SSN:** If the payee is an outside vendor, enter their tax identification number; an employee--their EMPLID; a student—their student identification number, or volunteer—their social security number.

**AMOUNT:** Enter amount of invoice or reimbursement.

**DEPT #:** Enter the department number to be charged.

**DEPT CONTACT/PHONE:** Enter the name and phone number of the individual completing the form.

**DATE OF EVENT:** Enter date of event or function.

**PLACE OF EVENT:** Enter place of event or function.

**MAIL CHECK TO:** Indicate the address where payment should be mailed.

**Allowable Amounts per meal and/or reception -** For each meal/event:

**Payment Amount:** Enter the total expense amount.

**Number attending:** Enter the number of people attending the event.

The form will calculate the remaining fields in that column.

**Number attending:** Indicate the number of individuals in attendance. If it is an xx5xxxxxx grants and contracts department, listing of individuals in attendance must be provided regardless of number.

**Name and Affiliation:** List names and affiliations of individuals in attendance.

**PURPOSE OF FUNCTION: (Please Explain):** Enter description or purpose of function or event.

**A State of Oklahoma Travel Voucher [ ] will [ ] will not be filed for this time period. (Select one):** If requesting reimbursement to an individual, indicate if the individual will also be requesting reimbursement on the State of Oklahoma travel voucher for this time period. If so, the State of Oklahoma travel voucher per diem should be adjusted accordingly.

**Department Sponsor and Date:** Obtain sponsor's signature and provide date signed.

Attach the completed form to the original invoice approved for payment. Payments from xx5xxxxxx departments require the approval of the grant and contract administrative offices prior to submission to

Financial Services. Payments from all other departments should be submitted directly to Financial Services.

Upon receipt in Financial Services, payment will be audited against University policies and procedures. Once approved, a check/warrant will be mailed to the payee or funds sent electronically if payee is set up for EFT.

If amounts requested exceed amounts specified in the Food and Beverage Policy, the request must be approved by an Executive Officer prior to submission to Financial Services.

Any department making a charge to any of the University's food service operations should prepare a Food and Beverage Expense Certification Form. The department should retain this document in their records for seven years.