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 purch	nase meals and/or refreshments under
·	(Purchase Order or Contract No.)
with funds deriv	ed from
	(Grant, Contract, Fees, and Title)
for	(Identify Function)
Check appropria	ate 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