
Memorandum

TO: Disbursing Office
(If \geq \$25,000, memorandum should be directed to
Office of Procurement, Real Property and Risk Management)

FROM:

SUBJECT: Purchase of Meals and Refreshments (APM, Section A8.265.13)

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, Senior Vice Presidents, 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 Fiscal Officer:

Signature of Program Head

Date

Signature of Fiscal Officer

Date