



Food and Beverages Authorization and Payment Form

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

Optional Tracking # FB

Vendor/Payee Information

Name:

G Number:

Address

City State Zip Code

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 Administrative Policy No. 2102, "Food and Beverages Expenditures," at [Policy 2102](#))

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.**

"Purpose":

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
(Signature certifies that this is a necessary and appropriate expenditure that has not been nor will not be reimbursed by another party.)
Printed Name: _____ Title: _____ Date:

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

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

*Not required for Student Club Functions or Events Funded by Participating Fees *[Senior Approving Officials](#)