Food and Beverage Authorization and Payment Form

Select an option below for Authorization and/or Payment

☐ **Authorization only and payment will be made through eVA Purchase Order** – upload form to eVA purchase requisition

☐ **Authorization only and request for P-Card waiver to purchase food and beverage** – send completed form to pcardadm@gmu.edu
**this form and related documentation must be uploaded to the Bank of America Works transaction

☐ **Request for Reimbursement to Payee** – send completed form to Accounts Payable at MSN 3C1

Requestor Contact Information

Name_____ Department_____ Phone Ext_____

Total Amount $_____ *to split charges, enter additional fund/org and corresponding amount in #2 - #3

1) Fund/Org to be charged_____ Amount $_____

2) Fund/Org to be charged_____ Amount $_____

3) Fund/Org to be charged_____ Amount $_____ Optional Tracking #FB_____

Vendor/Payee Information

Name_____ G#_____ (use G# lookup, 1st time payee attach Substitute W-9)

Student and employee reimbursements will be sent via direct deposit or mailed to the individual's current address in Patriot Web.

Click here for Student Direct Deposit Instructions or Click here for Employee Direct Deposit Instructions.

Click here for instructions on updating a current address in Patriot Web. Vendors must submit a new Substitute W-9 for address updates.

Event Information
(Mason will not pay for alcoholic beverages, flowers, or food and beverage at internal planning or other meetings)

Event Date_____ Location_____

Start Time _____ # of Attendees_____ X Maximum per diem/per person $_____ = Estimated Cost $_____

End Time _____ ***Actual Cost $_____ (update after event)**

Purpose of Event_____

_____

Indicate Business Purpose for Event Below (must meet one of the following criteria)
Attach list of attendees for all events except – Student Club Function and Exempt Events Under $2, 000

☐ 1. **Business Function**. A necessary meal where official University business is conducted; the ratio of GMU to non-GMU attendees is appropriate.

☐ 2. **Student Academic Function over $2,000**: Must contribute to the academic mission of the University.

☐ 3. **Student Club Function over $2,000.** Funding approved through the RSO process.

☐ 4. **Student Athlete Function over $2,000.** Meals for recruits, qualifying travelers, current student athletes and athletic staff as approved by Mason's Compliance and/or Senior Athletic Staff.

☐ 5. **Internal Training Function.** Participants in a formal training session that lasts all day with business conducted through the time of the meal. Only beverages 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. Must be approved by the Chief of Staff, Provost or Senior VP or delegate.

☐ 7. **Exempt Event under $2,000 and within per diem (Select below)**. Exempt Event Quick Guide.

Signatures (Line 1, 2, and 3 for Reimbursements; Lines 2 and 3 only for vendor payments)

_____ _____ _____
1. Payee Signature for Reimbursement - Mason Student or Employee   *Title*   *Date*

_____ _____ _____ _____
2. Fund/Org Approver Name (print)   *Signature*   *Title*   *Date*

_____ _____ _____ _____
3. Senior Approving Official* Name (print)   *Signature*   *Title*   *Date*
*Not required for Exempt Events or Student Club functions. Senior Approving Officials under "Important Links"