



Food and Beverages Authorization Form - Sodexo

Vendor/Payee Information

Name: **Sodexo/GMU Dining Services**

Address: **MSN 5G9**

Phone: **703-993-3302** Fax: **703-993-3327**

Note: This authorization form, signed Catering Contract sheet, and list of attendees must be received three (3) days prior to event to ensure service.

Department Information

Department Name:

Phone: Fax:

Fund or Org # (s) to be charged:

Sodexo Contract Number:

Contact Person:

Event Information

Date: 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)

Purpose of Event (must meet one of the following criteria):

See University Policy No. 2102, [University Policy 2102](#), Food and Beverages Expenditures.

Please check one:

- 1. Business Function: Officials whose signatures appear below certify that these food and beverages expenditures are necessary to conduct official university business, and that the ratio of GMU to non-GMU attendees is appropriate. Explain topic of discussion under "Purpose."
- 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. Describe type of training conducted under "Purpose."
- 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

Signature of Approving Official for Fund/Org _____ Printed Name: _____ Title: _____ Date:

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

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

Distribution: Fax or mail signed authorization, signed event sheet, and list of attendees to Sodexo, Fax 993-3327; MSN 5G9.