



# 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](http://universitypolicy.gmu.edu/), <http://universitypolicy.gmu.edu/>).

**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, Provost or Senior VP (delegated to the Controller).**

"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](#)