

INSTRUCTIONS FOR COMPLETING ATTACHMENT A “REQUEST FOR FOOD OR ENTERTAINMENT EXPENTITURES”

Attachment A must be completed and attached to each transaction for food and entertainment purchase as noted in OP 72.05. If the food or service is provided by a campus department (processed via IV), Attachment A should be submitted to the service department at the time reservations are made or the time specified by the service department.

A single copy of Attachment A should be submitted when several expenses are reported on a single payment transaction, such as a p-card reconciliation statement, but information must be complete for all expenditures.

The numbers below correspond to the numbers on Attachment A.

1. **Type of event**—Enter the type of event that is being submitted; *e.g., meal with donors or prospective employee, retirement party, annual party or appreciation event, training seminar, etc.*
2. **Date**—Enter the date(s) that the expenditure occurred. If several dates are involved, a time span may be used; *e.g., Feb. 5-8, 2011.*
3. **Location**—Enter the location of the function where the expenditure occurred; *e.g., Merket Alumni Center.*
4. **Total expenditures**—Enter the total amount of expenditures. Please indicate if the amount is an estimate; *e.g., \$2,350 (est.).*
5. **Fund Number(s)**—List each of the fund numbers that will be used for the expenditures. *Only the **fund numbers** are needed, not the full FOPs.*
6. **Alcohol**
 - Check whether or not alcoholic beverages will be served.
 - Check whether or not the facility is licensed by the state to serve alcohol, or if TTU is hosting the event, if the server or bartender is certified by the Texas Alcoholic Beverage Commission (TABC).
 - Check whether or not there will be anyone in attendance at the event under 21 years of age.
 - Check whether or not there will be any TTU students in attendance at the event.
7. **Total number of participants**—List the total number of participants that will be attending or that attended, and for groups of more than 25 people, you must provide a description of the group attending. For groups of 25 or fewer, you must provide the names of all attending, along with each person's title and affiliation or occupation, in order to establish the business relationship to the University. If possible, you may provide this information in the space provided. If necessary, you may attach a second page. Note, you may use abbreviations as needed. *For example, if there were only two individuals attending a business luncheon, you might list, “Dr. John Doe, TTU Professor of Chemistry, and Dr. Mary Smith, prospective faculty candidate.” For a group of 30 individuals attending a recruiting event, the list might read, “30 prospective transfer students.”*
8. **Business purpose of event**—The purpose statement must provide enough details to clearly identify and establish that the event is a business function that supports the mission of the University or the department or college incurring the expense. The explanation must also include a statement about the benefit that the university either has received or expects to receive from the event. No transaction will be approved without an adequate business purpose. *An example of a clear business purpose statement might be something like, “This event was held to bring community college advisors to TTU so that we can share information with them to facilitate the transfer of students from their institutions to TTU. This will benefit TTU by increasing the number of community college transfer students joining the Whitacre College of Engineering.”*
9. **Name and title of individual hosting the event**—Enter the name and title of the university employee that is **hosting** the event. This should be the person who is actually responsible for the event, not necessarily the person whose p-card is being used or who is making the catering arrangements.
10. **Certification and Signature**—The individual signing this form must be a direct supervisor of the person hosting the event listed in #9. By signing the form, the supervisor is certifying that they have read OP 72.05 and that the expenses that are listed on the food form are in compliance with the OP and with any restrictions of grant or gift funds used, if applicable. The name and title of the supervisor should be listed above the supervisor's signature.