

TechBuy Guidelines for Entering Requisitions for Food & Entertainment Expenses

The following guidelines are intended to provide assistance for individuals entering requisitions for food and entertainment expenses. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

For more information on allowable expenses, please review OP 72.05 “Expenditures for Official Functions, Business Meetings and Entertainment” at <http://www.depts.ttu.edu/opmanual/OP72.05.pdf>

1. Enter a requisition using the Non-Catalog Form and the **Purchase Category** “Food and Entertainment.”

Non-Catalog Form

Purchase Category

2. If you are ordering food or catering for an event, you will need to attach a quote to the requisition to **External Attachments**. When attaching a quote, you do not have to list all the line items; you can just bring the total forward on the requisition and the quote becomes part of the PO.
3. In **Product Description**, provide a description of what is being purchased and a brief description of the event and the date.
4. Some common account codes for food and entertainment include:
 - 7N4000 Coffee/Soft Drinks—coffee and soft drinks for consumption
 - 7N4002 Conference—conference or seminar hosted by TTU (does not include goods and transportation expenses for attendees)
 - 7N4003 Departmental Event—allowable departmental event including annual departmental events or other events to promote the department
 - 7N4004 Business Meetings—allowable expenses for business meetings, such as candidate lunches
 - 7N4005 Official Functions—events which involve non-university participants such as donors, state officials, alumni, etc.
 - 7N4009 Recruiting Event—official student recruiting events
5. A completed and signed Food & Entertainment Form must be attached to **Internal Attachments**. The latest form can be downloaded at <http://www.depts.ttu.edu/procurement/forms/> under Request for Food or Entertainment Expenditures. Instructions for completing the form can also be downloaded at that site.
6. If the vendor requires a contract for the event, attach the contract and a contract routing sheet to the requisition. The contract routing sheet can also be downloaded at the website listed in #5 above.

NOTES:

- Bids are not required for conference expenses; however, departments are encouraged to obtain the best possible value when making arrangements for conferences and seminars.
- If the vendor requires a deposit for the order, please be sure to mark your requisition as “Advanced Pay.” First, when you are reviewing the cart prior to submitting it, click on the Edit button on the far right side of the screen:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Advisory Committee Meeting Feb 2-3, 2014 <small>more info...</small>		1/EA	1,000.00	1 EA	1,000.00 USD	<input type="checkbox"/> edit
Taxable <input checked="" type="checkbox"/>		Internal Note <small>no note</small>				
Replenish stock <input checked="" type="checkbox"/>		Internal Attachments				
Commodity Code <small>no value</small>		add attachment...				
Recurring Payment <input checked="" type="checkbox"/>		External Note <small>no note</small>				
Advanced Pay <input checked="" type="checkbox"/>		Attachments for supplier				
Invoice Attached <input checked="" type="checkbox"/>		add attachment...				

Then click on the box for Advanced Pay and also click on the Save button.

Add an **Internal Note** explaining how much deposit is required and the deadline for the deposit:

Note: At the current time, funding guidelines indicate that the following funds do not allow food purchases:

- State-appropriated funds (funds beginning with 11, 12, 13 or 14)
- 16C Academic Course Fee Funds
- 16D Academic Special Instruction Fee Funds
- 18B Designated Indirect Cost Recovery Funds
- SPAR funds (funds beginning with 21, 22 or 23) usually do not allow food or entertainment expenses. If allowed, the event must have a direct benefit to the project or grant, so please check with accountant. Also, please be sure that funds are available in the 7N4 budget pool.

Also at the current time, funding guidelines indicate that only the following funds allow alcohol:

- 16G Workshops and Seminars (event must be related to the workshop or seminar)
- 24 Gifts, if allowed on donor agreement
- 80 Agency Funds, if allowed on donor agreement

Please note, if alcohol is being served at on-campus events at which **undergraduate students** will be present, the department must attach an exception letter from the President's Office with the requisition.