



Food purchase rules are determined based on specific guidelines related to State of Texas Regulations, A&M System Policies, and Texas A&M University-Kingsville rules and regulations.

Employee Name: _____ Date of purchase: _____

Payment Method: P-Card T-Card Personal Card or Check Cash

[If payment method above is a personal credit card or check, you must attach a copy of the credit card (for debit cards, copy of card not required) or the front & back of the canceled check]

Card Number (last 6): _____ Total Charge Amount: \$ _____ (P-Card or T-Card)

Vendor Name & Location: _____

Purpose of purchase: _____

Alcohol served: No Yes Tip Included: No Yes: Amount \$ _____

Please select purpose: (select one)

Expenditure request for food and/or refreshments must comply with one or more of the following direct purposes. If an internal audit makes a determination that the request does not comply with one or more of the following direct purposes the food purchase will be considered a violation of the P-Card Rules and Regulations:

- The recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to a component of the System or the State;
- The promotion of the communication of intellectual ideas among students, faculty, staff, administrators and/or representatives of the public;
- The support of student events and activities which are sponsored by a component of the System;
- The recruitment of highly qualified faculty, staff, and students;
- The promotion of the exchange of ideas with community leaders regarding the role of a component of the System in the community;
- The assistance of the Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of a component of the System;
- The support of a program of continuing education sponsored by a component of the System; or
- The conduct of staff conferences and receptions or other events designed to recognize and honor employees.

Reference: Texas A&M University System Policies and Regulations 21.01.12 Purchase of Food and Refreshments

Required Attachments*:

- Participants List (sign-in sheets acceptable if printed name is included)
- Agenda or Flyer
- Itemized Receipt or Invoice

*Auditors reserve the right to request more documentation if deemed necessary.

I certify that the expenses were business related and are true, correct and have not been reimbursed.

Employee Signature: _____

Supervisor Signature: _____

** A form is not required for food purchases that do not fall under the Business Meal category.