

Texas A&M International University

Food Purchases Form

Employee's Name: _____	Current Date: _____
Place of Meeting: _____	Meeting Date: _____
City, State: _____	Department: _____
Account Number: _____	Total Amount: _____

Does receipt include alcoholic beverages?	Yes	No
Does reimbursement/payment request include alcoholic beverages?	Yes	No

Description of Meals

(Required only if an itemized receipt is not attached).

Attendees	Organization	
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____

REQUIRED: Purpose of meeting. What was the benefit to TAMIU?

I, the undersigned, certify that food and beverages, if applicable, were purchases for the business purposes as described above.

Employee Signature

Vice-President/President Signature

L-Doc or Pro Card Expense Code Key:
 Use **6340** - Business meals - for a meal consisting of both, University and non-University employees, with a specific University business function.
 Use **6338** - Catering Services (Prepared meals) - for meals purchased through the University's catering service or other **prepared food** vendor.
 Use **6339** - Food purchases (Other) - for food or drinks purchased at a retail location other than a prepared food vendor such as a grocery store for business use or resale (i.e. concessions)