USE OF UNIVERSITY FUNDS – SPECIAL MEALS

<table>
<thead>
<tr>
<th>Caterer</th>
<th>AS499 Required?</th>
<th>Is Competitive Pricing/Requisition Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chartwells</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Non-Chartwells</td>
<td>Yes</td>
<td>No, if account number is not a source 0 or 4</td>
</tr>
<tr>
<td>Non-Chartwells</td>
<td>Yes</td>
<td>Yes, if account number is a source 0 or 4; total cost of meal &gt;$1000 (direct charge) or &gt;$1000 (if LaCarte is not used)</td>
</tr>
</tbody>
</table>

**Documentation requirements** to accompany requests for special meal functions (object codes 3410, 4240, 4350, 6580, 6581, & 6585):

- Approval:
  - $250 - Accounting Services
  - > $250 - Provost
- Menu (included on AS499)
- List of attendees for meals
- Classification of attendees for refreshments/receptions
- Purpose/justification

**Maximum allowances** (per person):

- **Meals** (sit down or buffet) - must comply with PM-13 Special Meals definition
  - $10 - breakfast
  - $15 - lunch
  - $15 - dinner buffet reception
  - **$25** - dinner
  - Dept head, Accounting Services, and Provost (if greater than $250) approval

- **Refreshments** (limited to beverages and snack per morning & afternoon session)
  - Catered event - $4.50 per person
  - Dept head & Accounting Services approval (object code 4350)
  - Non-catered event - $2 per person
  - Dept head & Accounting Services approval (object code 4350)

- **Receptions** - (beverages and finger foods) $7 per person
  - Dept head, Accounting Services, & Provost (if greater than $250) approvals (object code 6580)

**Please note:**

All special meal functions are subject to the special meal rates defined in PM-13 and listed above under Maximum Allowances.

All on-campus university events being catered must use a caterer on the current licensed caterer list available on the Purchasing website.

The purchasing dollar threshold for competitive pricing requires specific time lines for processing as referenced on the Purchasing website.

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