

## What forms are required to purchase food and/or beverages?

What Chart is the funding coming from?	Is this a Blanket request?	Is there an attendee fee covering cost of food?	Which approval form is required?	Is a Purchase Form Required?	Acct Code to Use for Billing
Chart 1 only	No	No	FBA* - <b>Chart 1</b>	No	E263
Chart 1 only	Yes	No	FBA* - <b>Chart 1</b> (only submit one during the dates of the blanket request)	No	E263
Chart 1 only	No	Yes	None	If using Aramark, yes.	E287

\* FBA = Food and Beverage Approval Form

Chart 1 and Chart 2	No	No	FBA* - <b>Chart 1</b>	No	E263
Chart 1 and Chart 2	Yes	No	FBA* - <b>Chart 1</b> (only submit one during the dates of the blanket request)	No	E263
Chart 1 and Chart 2	No	Yes	None	If using Aramark, yes.	E287

\* FBA = Food and Beverage Approval Form

Chart 2 only	No	No	FBA* - <b>Chart 2</b>	No	E263
Chart 2 only	Yes	No	FBA* - <b>Chart 2</b> (only submit one during the dates of the blanket request)	No	E263
Chart 2 only	No	Yes	None	If using Aramark, yes.	E287

### Alcohol Purchases

Alcohol may only be purchased using Chart 2 funds. You must purchase the alcohol by using a OneCard, Purchase Order, or reimbursement.