PROCEDURE

Effective Date: November 1, 2015

Authority: POL-U5348.16 Purchasing Food and Beverages

Approved By: Pete Heilgeist, Business Services Director

Cancels:

See Also: FRM-U5348.01A Food and Beverage Approval (FBA) Form
          PRO-U5348.16A Purchasing Food Through Aramark Services

PRO-U5348.16B PURCHASING FOOD WITH P-CARD AND OUTSIDE VENDOR

Action by: Department

Action: 1. Determines if food purchase requires prior approval via the Food and Beverage Approval (FBA) form (FRM-U5348.16A) by reviewing the Food Approval Grid.

   a.) If required to complete the FBA form, follows the FBA form instructions and goes to step 3.

   b.) If not required to complete the FBA form and Chart 1 funds will be used, go to step 3.

   c.) If wanting to use Chart 1 funds but the event does not meet state requirements (per the FBA form), goes to step 2.

2. Works with appropriate budget authority to determine if Chart 2 funding is available.

   a.) If Chart 2 funds are available, follows WWU Foundation guidelines for required approvals. Goes to step 3.

   b.) If Chart 2 funds are not available, the food purchase is not allowed.

3. Places order with outside vendor and pays with a P-Card.

   a.) If an FBA form was required, goes to step 4.

   b.) If an FBA form was not required, goes to step 10.
PROCEDURE

**Action by:**

<table>
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<th>Department</th>
<th>Action:</th>
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| P-Card Reviewer | 4. **Ensures** FBA form has been “locked” by the VP delegate.  
\hspace{1cm} a.) If FBA form has not been “locked” by the VP delegate, **reviews Approval/Routing Instructions** on the FBA form to ensure approval process is completed.  
\hspace{1cm} b.) If FBA form was not required:  
\hspace{2cm} i.) **Notes** “FBA form not required” in the payment.net comment section, and  
\hspace{2cm} ii.) **Uses** account code E287. |
| P-Card Approver | 5. When reconciling payment.net purchases:  
\hspace{1cm} a.) If FBA form was required:  
\hspace{2cm} i.) **Provides** FBA form# in the payment.net comments section, and  
\hspace{2cm} ii.) **Uses** account code E263, and  
\hspace{2cm} iii.) **Attaches** a copy of the locked FBA form to the food purchase receipt for the P-Card file.  
\hspace{2cm} b.) If FBA form was not required:  
\hspace{4cm} i.) **Notes** “FBA form not required” in the payment.net comment section, and  
\hspace{4cm} ii.) **Uses** account code E287.  
\hspace{1cm} 6. **Ensures** the P-Card Reviewer followed all of step 5 above. |