PROCEDURE

Effective Date: November 1, 2015
Revised Date: February 1, 2016
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 instructions on the FBA form 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 with University funds.

3. After receiving approval from the VP or Dean delegate, (or RSP if grant funded), 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 5.
PROCEDURE

Action by:  

Action:

Department

4. Ensures FBA form has been "locked" by the VP or Dean delegate, (or RSP if grant funded).
   a.) If FBA form has not been “locked” by the VP or Dean delegate, or RSP reviews Approval/Routing Instructions on the FBA form to ensure approval process is completed.

P-Card Reviewer

5. When reconciling payment.net purchases:
   a.) If FBA form was required:
      i.) Provides FBA form# in the payment.net comments section, 
      ii.) Uses account code E263, and
      iii.) Attaches a copy of the locked FBA form to the food purchase receipt for the P-Card file.
   b.) If FBA form was not required:
      i.) Notes “FBA form not required” in the payment.net comment section, and
      ii.) Uses account code E287.

P-Card Approver

6. Ensures the P-Card Reviewer followed all of step 5 above.