

University of West Georgia

Food Purchase with Institutional Funds

Date: _____

Date of Event: _____

Meeting Type:

- Academic Program(s) Prgm Name: _____
- Student Event
- Educational/Business
(Mostly non-Employees)
- Other

Purpose of the meeting/event:

Topics Discussed:

(documentation that substantiates the event was an official event, i.e., flyer, agenda, email, or other substantiating documentation).

List of attendees & affiliation (for groups more than 10, indicate the approximate number of attendees and identify the group)

Name	Affiliation/Group	Name	Affiliation/Group
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Approx Number in attendance if more than 10: _____

Identification of the Group: _____

Certification of containment of cost within per diem amounts.

I certify the amount expended did not exceed the authorized per diem amount uniquely identified for the particular meal and no institutional funds were used to purchase alcoholic beverages.

I understand and ensure that the funds spent were only for legitimate public purposes and not for the personal benefit of the employee or other individuals.

I understand the misuse of institutional funds may result in disciplinary actions up to and including termination; as well as, civil action and criminal penalties.

Requested by:

Print Name

Signature

Department Manager (should not be requestor):

Office of the Controller Only:

Reviewed: _____ Endorsed: _____