

Food and Beverage Documentation Form

This form may be used to properly document food and beverage expenses. This form is not required but the information contained within it is. Make sure that the information is attached to your transaction in some form before submitting or filing.

Required Documentation for Food Purchases

1. Recipient or attendee list
2. OSU employment status of attendees
3. Original and itemized receipt for the purchase
4. Clear business purpose. A business discussion must be the primary purpose of the purchase

Type of Food and Beverage Purchase

- Business Meal** – At least one non-University employee must be present. Usually a meal out at a restaurant.
- University Function** – Refreshments or food for functions where all of the attendees are University employees. This should be used infrequently.
- Non University Function** – Refreshments or food for functions where most of the attendees are non-Univ employees.
- Food for Demonstration, Teaching or Research purposes** – This would be food purchased for nutrition demonstrations, teaching, research or craft projects where consumption is not the primary intent. **Note: No attendee list is required for this type of food purchase.**

Account numbers

- 64408 – Business Meals
- 61208 – Food for Teaching and Research
- 61230 – Food and Meal Costs
- 61234 – Catering

Attach this form to one of the following:

1. An [eRequest](#) (for reimbursements, internal orders or PCards)
2. A **Purchase Order Invoice**
3. Extension Local Checking Account Documentation

If not listed elsewhere on your documentation (i.e. a spreadsheet attached to an eRequest), complete the following information:

Date of Purchase _____ Reason for purchase (i.e. name of the event) _____

Business Purpose: _____

List of Attendees or Recipients: (attach additional pages if needed)

Name	OSU Employee Status Y/N	Name	OSU Employee Status Y/N	Name	OSU Employee Status Y/N



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Food and Beverage Account Number Guidelines

eRequests that includes meals or refreshments require special documentation. Use this guide to help you choose the appropriate account number and complete and attach the required documentation.

64408 - Business Meals:

- At least one non-university employee must be present and necessary for the business discussion
- Names of attendees must be submitted
- Itemized receipts are required
- Document the time, date, place, and business purpose

64493 - Meals at University Function:

- Attendees may include students, employees, or external stakeholders
- Meals may be provided at seminars, workshops, orientation, student functions, board meetings, retreats, etc.
- Must include a description of the business purpose
- A list of attendees must be provided (for large events, i.e. recruitment, a copy of the invite that was sent and a description of who it was sent to will be acceptable)

64494 - Refreshments at University Meetings:

- This includes light snacks/refreshments such as bagels and coffee.
- A detailed description of the business purpose and details on who was invited to attend must be provided
- When purchasing refreshments for an event (for example, using the P-Card to purchase refreshments at Kroger), be sure to only purchase Coke products – this applies to units that reside in Franklin County.

61230 - Food and Meal Costs:

- Use this for events for Employee Recognition. Can be used for other food purchases as well.
- A detailed description of the business purpose is required
- A list of attendees must be provided

61208 - Food for Teaching and Research:

- Used when you are using food as a teaching tool or for research purposes.
- Where the primary purpose for the purchase is not consumption.
- A detailed description of the business purpose is required.

Resources

- University Expenditure Policy: http://www.busfin.ohio-state.edu/FileStore/PDFs/411_Expenditures.pdf
- For entry of the transaction: <https://erequest.osu.edu>