

Food Purchase Justification Form



TEXAS WOMAN'S
UNIVERSITY™

EVENT INFORMATION

Date of Event: _____ Location of Event: _____

Amount: _____ Payable/Paid To: _____

Name and Purpose of Event (*This statement must establish the purpose of the event and benefit to TWU. Adequate detail is required.*)

Employees Attending: _____

Others Attending: _____

CERTIFICATION

I certify that this purchase is not in violation of either state or federal law. Furthermore, I certify that this purchase is for the advancement of the educational function of the University and falls within the category checked below:

- The recognition of academic, athletic, scholarship or service to TWU;
- The promotion or communication of the intellectual ideas and/or exchange of administrative and operational information;
- The support of university-sponsored student events and activities;
- The recruitment of faculty, staff, and students;
- The promotion or exchange of ideas with community leaders regarding TWU;
- The assistance of Regents, accrediting agencies, or officials from other Universities;
- The educational training for faculty and/or staff.

SIGNATURES

Signature of Requestor or PCard holder

Printed Name of Requestor or PCard holder

Allowable expenses for business meals/food purchases must be deemed appropriate in the best judgment of the approving authority, be cost effective, and serve a clear TWU business purpose. The Procurement and Contract Services Office reserves the right to request more documentation if necessary.