

# RADFORD UNIVERSITY

## Food and Beverages Authorization and Payment Form

### Vendor/Payee Information

Name

Banner ID

Address

City                      State                      Zip Code

Phone                                      Fax:

Contact Person

Vendor Payment                      Employee/Student Reimbursement\*

### Department Information

Department Name

Phone                                      Fax

Fund/Org to be charged

Contact Person

PR/PO Number

### Event Information

Date                                      Start Time                                      End Time                                      Location

# of Attendees                                      Estimated Cost

Enter actual cost upon completion of event

**Attach list of attendees and their organizational affiliations for business and internal functions** (See *Food and Beverage Procedure, FA-PR-1207, Section 3.A.6.b.*)

**Check if waiver from Dining Services is required and attach waiver** (see *Food and Beverage Procedure, FA-PR-1207, Section 3.A.3*)

### Description

**Purpose of Event** (must meet one of the following criteria). **Please check one:**

1. Business Function: Expenditures necessary to conduct official University business that involve substantive and bona fide business discussions with an outside party or parties in attendance. Meals for interview candidates are included in this category.
2. Internal Function: Expenditures for participants at **non-routine** internal functions lasting a minimum of three hours. Food and beverages may not be provided at regularly scheduled or routine meetings.
3. University-wide Function: Generally reserved for University-wide events sponsored by the President's Office, such as the annual holiday open house, staff picnic, or other events supporting University-wide initiatives. Explain under "Description". **Events not sponsored by the President's Office must be approved by the University Controller in advance.**
4. Student Academic Function: Expenditures for student functions that contribute to the academic mission of the University. Explain under "Description" above.
5. Student Activity/Club Function: Expenditures for student activity/club functions that contribute to the student engagement. Explain under "Description" above.
6. Student Athlete Function: Provided to current student athletes, athletic staff, student-athlete recruits, and other related parties. Explain under "Description" above.

### Signatures

_____ 1. Signature of requestor (or employee/student*) (Signature certifies that this is a necessary and appropriate expenditure that has not been nor will be reimbursed by another party.)	Printed Name: _____	Title: _____	Date: _____
_____ 2. Signature of Dean, Director, or Department Head <b>OR</b> Supervisor if Payee is Dean, Director, or Department Head	Printed Name: _____	Title: _____	Date: _____
_____ 3. Signature of <a href="#">Authorized Travel Designee</a>	Printed Name: _____	Title: _____	Date: _____

\*Required for Employee/Student Reimbursement Only