



Student Affairs Business Office  
**Food Purchase Justification Form**

**Name of Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_ **Time Food Served:** \_\_\_\_\_

**Type of Activity:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Student Event   | <input type="checkbox"/> Contract Hospitality | <input type="checkbox"/> Educational Meeting |
| <input type="checkbox"/> Employee Group Meal<br><i>(must have VP approval)</i> | <input type="checkbox"/> Business Meeting     | <input type="checkbox"/> Volunteer Event     |

**Participants:**  Students  Volunteers  Employees  Non-Employees

**Funding Source:**  Student Activity Fees  Agency/Custodial Funds  Foundation Funds

**Number of Participants:** \_\_\_\_\_ **Total Food Cost:** \$ \_\_\_\_\_

**Cost per Person:** \$ \_\_\_\_\_ **Is this within per diem? (Yes/No)** \_\_\_\_\_  
(see UGA Meal Per Diem Limits below)

**If not within per diem, please explain:** \_\_\_\_\_

**UGA Meal Per Diem Limits:**

Eligible Meals	Breakfast	Lunch	Dinner
Allowable Per Diem (cost per person)	<b>\$13.00</b>	<b>\$14.00</b>	<b>\$23.00</b>

*Per diem does **not** apply to student organizations with Agency/Custodial Accounts.  
 Individuals using Student Activity Fees may be responsible to pay for meals exceeding per diem.*

**Method of Payment:**  Payment Request  Petty Cash  GL Journal  UGAmart

**Briefly State Purpose of Having Food at this Event:** \_\_\_\_\_

**Signature of Employee/Officer Responsible for Account:** \_\_\_\_\_

*For Student Activity Fee Funds: Employees authorizing reimbursement of purchases with institutional funds should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.*

*For Agency/Custodial Funds: Student officers within the organization manage the use of these funds and are responsible for the Agency/Custodial Account. Employees only determine if the purchase is allowable in accordance with spending policies.*

**Additional Instructions:**

- Complete this form for each event and submit along with all other required documentation to the business office which supports your student organization.
- If you are paying by Payment Request, you must attach this form and all other supporting documents to the Payment Request.
- If you have multiple methods of payment, attach a copy of the same form to each method of payment.
- Determine the cost per person by taking the number of participants who attended divided into the total cost of the food for this event. You may be asked to provide a list of participants for some events.
- Additional Required Documents may include a) a flyer, agenda or email for the event; b) list of participants and their relationships to UGA if food is purchased at a restaurant or on a per person basis; c) approval from the Vice President for Student Affairs; d) copy of the performer's contract page if food is a requirement for the performance.