

How to Fill Out the Food Purchase Form

This guide will help you fill out the food purchase form accurately. Please follow each step carefully to ensure all required information is provided.

1. Gather Necessary Information

Before you begin, ensure you have the following information ready:

- Meeting/Event Agenda
 - Attendees List with Affiliation if more than 5 people
 - Any relevant documents or records
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2. General Instructions

- **Read through the entire form** before filling it out.
 - **Complete all fields.**
 - **Double-check your information** before submitting the form.
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3. Step-by-Step Guide

Section 1: Departmental Information

1. **Event Date:** The date the event took place.
2. **Payment Method:** Choose from the dropdown box.
3. **Department:** Department making the purchase.
4. **Contact Information:**
 - **Contact Name:** Name of person submitting form and who can address any questions.
 - **Email Address:** Email address of contact person.

Section 2: Event Information

1. **Restaurant/Vendor Name:** Name of Restaurant or Vendor.
2. **Check Box That Applies:** Check the box of your type of event.
 - **Meeting/Event:** Select this box if you are having a meeting with prepared food.
 1. **Example would be a catered event or meeting at a restaurant.**
 - **Bulk Food Purchase:** Select this box if you are buying food to prepare.
 1. **Example would be Walmart or Kroger**
3. **Location of Event:** The meeting location or where the bulk food was consumed.
4. **Purpose of Event:** Why did the meeting/event take place. How does it relate to university business? How does it further the mission of your department? The University? Give as much detail as you can to prevent us asking further questions.

Section 3: Participants

1. **Names of Participants:** Enter the name of each person.
2. **Affiliation:** Select one from the drop-down menu.
3. **More than 5 people:** General description in Names and then attach list with Food Form.

Section 4: Signatures

1. **Individual:** Signature of Cardholder or person submitting the RFP.
2. **Authority:** Signature of budgetary authority.