



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum
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FROM: Lance Fulcher, Director of Procurement Services

DATE: September 23, 2024

SUBJECT: New Food Purchase Form

Effective October 1, 2024, all non-travel food purchases made by University of Mississippi departments, offices, or units must be accompanied by a new **Food Purchase Form**, as part of our updated procurement procedures. This form is required for any food or beverage expense not related to travel, regardless of the funding source or the amount of the purchase.

The new form ensures proper documentation and adherence to university policies, including the justification for the purchase, its alignment with University activities and its alignment with the mission of the department, office, or unit. It will also streamline the approval process and assist Procurement Services in ensuring all purchases are compliant with university guidelines.

Key Information:

- **Who is affected?** All faculty, staff, and departments making non-travel food purchases.
- **What is required?** Completion of the new Food Purchase Form for each food-related expenditure.
- **When does this take effect?** October 1, 2024.

- **Where can the form be found?** The form will be available on the Procurement Services website under the tabs Accounts Payable & Procurement Card. The form and instructions are also attached to this Memo.
- **Why is this necessary?** To ensure transparency, compliance with University policies, and accurate tracking of non-travel food purchases.

Steps to Complete the Form:

1. Download and fill out the Food Purchase Form.
2. Attach the completed form to your Request for Pay or Procurement Card transaction/Visa documentation.
3. Ensure any supporting documentation, such as receipts or invoices, meeting agenda, list of participants are included.

For questions regarding the new Food Purchase Form or assistance in completing it, please contact Procurement Services at 7448. We appreciate your cooperation as we implement this important update to our purchasing procedures.