

## Food Purchase Intake Form

**Purpose:** To obtain information necessary to assess compliance with the UW Food Approval Policy and UW Bothell Food Purchase Policy, for the use of State (taxpayer/tuition) funds for food purchases.

**Unit responsibility:** The requesting unit is responsible for complying with the following policies:

- [UW Food Approval Policy](#)
- [UW Bothell Food Purchase Policy and Clarifications \(POL-3.1\)](#)
- [The UW and UW Bothell Food Policies training slide deck](#)

Submit the completed Food Purchase Intake Forms via: [UWB FAS Service Request Form](#) at least ten business days prior to the event. Please note that food purchased without prior approval may become the financial responsibility of the purchaser.

### TIME AND ATTENDEE INFORMATION

Approximate event start time: \_\_\_\_\_ Approximate event end time: \_\_\_\_\_

Describe invitees (e.g. staff, faculty, students, or external guests):

\_\_\_\_\_

Event location: \_\_\_\_\_

Are there any invitees/attendees who are external to UW Bothell? Yes \_\_\_\_\_ No \_\_\_\_\_

### EVENT DESCRIPTION

Describe the UW business purpose of the meeting, training or recognition event (reach out to [UWB Fiscal and Audit Services](#) for questions/assistance):

Provide Worktags, including Cost Center, Resource, Balancing Unit, Function, Fund, etc.

### UW BOTHELL UNIT APPROVAL NEEDED HERE

**1. By signing here, I acknowledge the following:**

- I approve the information provided on the UW Seattle and UW Bothell food approval forms
- A list of invitees or attendees will be kept on file and available for auditors
- For recognition events, a documented recognition policy will be kept on file and available for auditors

\_\_\_\_\_  
Unit Approver (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2. As needed, obtain Vice Chancellor (VC) or Chancellor approval for any policy exceptions:**

\_\_\_\_\_  
VC or Chancellor (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



UNIVERSITY OF WASHINGTON  
**FOOD AND BEVERAGES FOR MEETING, TRAINING SESSIONS AND RECOGNITION  
 AWARDS CEREMONIES**  
 FINANCIAL SERVICES

Complete this form and obtain approval before meals or light refreshments are to be served at University meeting, formal training session or formal recognition event. Please use object code on payment documents. This form should be completed and approved prior to the event. For additional guidance, please refer to the Policy for the Purchase of Meals and/or Light Refreshments issued by the Executive Vice President on May 1, 2000.

Event Date	Event Title
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Purpose of Event

Meeting (Official UW Business will be conducted; meals/light refreshment are integral to the event.)

Training (Official UW Business will be conducted; meals/light refreshments are integral to the event.)

Recognition (Light refreshments are integral to recognition of UW employees/students.)

Sponsoring Department	Budget Number
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Department Contact Name	Contact's Phone Number
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Total Number of Invitees \_\_\_\_\_

(Maintain a list of attendees or invitees in department)

**CHECK LIST**

Meals will be served.\*

Breakfast

Lunch                    \*The cost per meal may not exceed the applicable per diem, including tax and gratuity, for the

Dinner                    location in which the meal is served.

Light refreshment will be served.  
 Estimated cost of refreshment \$ \_\_\_\_\_

Event will be recurring. \*\*

Name of Meeting/Training Coordinator. PLEASE PRINT	Signature of Coordinator	Date
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\*\* Approved form may be copied for future recurring events.

**APPROVAL**

Name of Approving Official. PLEASE PRINT	Signature of Approving Official	Date
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## Excerpts from UW Bothell Policy Statement POL- 3.1 – UW Bothell Clarifications

The following excerpts are intended to be helpful reminders from UW Bothell Policy Statement POL-3.1. To understand the entire scope of food purchase compliance requirements, see the policies at:

1. [UW Food Approval Policy](#)
2. [UW Bothell Food Purchase Policy and Clarifications \(POL-3.1\)](#)

### Light refreshments for employee meetings or trainings

- Requirement: The meeting or training must be 2.5 hours or more in length for light refreshments to be provided.
- Exception: The 2.5 hour minimum is waived for meetings or trainings that primarily engage participants who are external to UW Bothell, students, or faculty/leadership search candidates.
- Limit: Light refreshments are limited to \$5 per person.

### Employee meals for meetings or trainings

- Requirements:
  - Employee meals are justified only when a meeting or training is 3.5 hours or more in length and extends over a meal period.
  - Breakfast is only provided if the employee meeting begins at 7 a.m. or earlier.
  - Dinner is only provided for an employee meeting that ends at 7 p.m. or later.
- Exception: The 3.5 hour minimum and 7 a.m. start and 7 p.m. end times are waived for meetings or trainings that primarily engage external participants, students, or faculty/leadership search candidates.

### Exception for light refreshment service for one-hour or longer meetings (i.e. less than 2.5 hours)

Allowed for high-level meetings (signified by director and above attendance) with external participants at the discretion and approval of the vice chancellors/chancellor and where such service might be expected in the conduct of official UW business.

**Dining at restaurants** is permissible for meetings only if there is a documented business purpose or business agenda, and must include a participant who is external to UW Bothell unless approved by a vice chancellor/chancellor.

**Meals for spouses/partners and family members** are not allowed.

## Documentation to Retain for Audit Purposes

If audited, the unit is responsible for providing to the auditors:

- Approved UW Food and Beverages for Meetings, Training Sessions and Recognition Awards Ceremonies form
- Approved UW Bothell Food Purchase Approval form
- List of invitees or attendees
- For meetings or trainings – agenda or other documented description
- For recognition events – formal recognition policy if applicable
- Details of food purchases (e.g. itemized receipt, catering contract)

## State funds cannot be used to purchase food for:

Food purchases are specifically disallowed per the UW Food Approval Policy for these types of events:

- Normal daily business of employees
- Regularly scheduled meetings
- Open houses
- Receptions for new employees
- Alcoholic beverages
- Food over per diem limits
- Hosting and entertaining
- Graduation events
- Lobbying, elections, election celebrations

Questions? Please contact [Fiscal and Audit Services](#). We're here to help!