

# Texas A&M International University

## Food Purchases Form

Employee's Name: _____	Current Date: _____
Place of Meeting: _____	Meeting Date: _____
City, State: _____	Department: _____
Account Number: _____	Total Amount: _____

Does receipt include alcoholic beverages?	Yes	No
Does reimbursement/payment request include alcoholic beverages?	Yes	No

### Description of Meals

(Required only if an itemized receipt is not attached).

Attendees	Organization	
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____
Representing: _____	_____	_____

**REQUIRED: Purpose of meeting. What was the benefit to TAMIU?**

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**I, the undersigned, certify that food and beverages, if applicable, were purchases for the business purposes as described above.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Vice-President/President Signature

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*L-Doc or Pro Card Expense Code Key:*  
 Use **6340** - Business meals - for a meal consisting of both, University and non-University employees, with a specific University business function.  
 Use **6338** - Catering Services (Prepared meals) - for meals purchased through the University's catering service or other **prepared food** vendor.  
 Use **6339** - Food purchases (Other) - for food or drinks purchased at a retail location other than a prepared food vendor such as a grocery store for business use or resale (i.e. concessions)