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## Memorandum

**TO:**

\_\_\_\_\_  
Name of Fiscal Officer

**FROM:**

\_\_\_\_\_  
Name of Principal Investigator, Department Head, Administrator

**SUBJECT:**

Purchase of Meals and Refreshments (APM, Section A8.265)

The

\_\_\_\_\_  
(Department or Program)

desires to purchase meals and/or refreshments under

\_\_\_\_\_  
(Purchase Order or Contract No.)

with funds derived from

\_\_\_\_\_  
(Grant, Contract, Fees, and Title)

for

\_\_\_\_\_  
(Identify Function)

Check appropriate block and attach supporting documentation:

- Tuition or fees collected specifically include the cost of meals and/or refreshments.
- Legislative appropriations, resolutions or expression (e.g. Committee reports) specifically allow expenditures for meals and/or refreshments.
- The terms and conditions of a grant or contract specifically provide for payment of meals and/or refreshments.
- The President, Vice Presidents or Chancellors sponsor and present an employee retirement recognition ceremony, for which such cost shall be no less than \$6.00 and no more than \$15.00 per person.

Reviewed and Approved by:

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fiscal Officer

\_\_\_\_\_  
Date