

ALLOWABLE FOOD PURCHASING

EVENT OR MEETING	FUNDING TYPE				FORMS/DOCUMENTS REQUIRED PRIOR TO EVENT OR PURCHASE
	GOF	DOF	Self-Sustaining/Fee Based Budgets	Sponsored Grant/Gift Budget	
Formal recognition* – for service recognition and professional awards	Not allowed	Limit of \$200 per event. <i>Limit includes combined cost of gift and light refreshments only</i>	Limit of \$200 per event <i>Limit includes gift and light refreshments only</i>	Not allowed	<input type="checkbox"/> Food Form (if food is purchased) <input type="checkbox"/> List of attendees
Working meals, UW employees - for retreats, trainings, and meetings > 2 hours scheduled outside of normal standing meetings	Not allowed	Up to per diem meal limit per person	Up to per diem meal limit per person	Up to per diem meal limit per person if allowable by sponsor	<input type="checkbox"/> Food Form <input type="checkbox"/> List of attendees <input type="checkbox"/> Agenda or business purpose
Hosting non-UW individuals - invited guests/visitors, search candidates	Not allowed	Up to per diem meal limit for non-UW individuals	Up to per diem meal limit for non-UW individuals	Up to per diem meal limit per person if allowable by sponsor	<input type="checkbox"/> Food Form <input type="checkbox"/> List of attendees <input type="checkbox"/> Agenda or business purpose

NOTE: NO ALCOHOL PERMITTED ON ANY OF THE FUNDING TYPES ABOVE.

For food/beverage refreshments, meals, or gift expenses that do not fall into the above scenarios, contact Provost F&A for guidance.

* - Formal recognition is defined here: www.washington.edu/admin/hr/roles/mgr/ee-recognition/develop-progrm.html Voluntary separation does not fall under the category of formal recognition. Please contact Provost F&A for purchasing guidance.

UW Food Form: <http://f2.washington.edu/fm/ps/sites/default/files/food.pdf>

Per diem meal limits: <http://f2.washington.edu/fm/travel/meals#perdiem>