

University of Utah
Purchasing Department
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SLC, Utah 84112
801-581-7241
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Purchasing Card Business Meal Documentation Form

For internal use only, retain with the monthly statement

This form is to be used if you have a valid *Business Meal Purchasing Card Agreement* on file with the Purchasing Department. This form can be used to help ensure that you have documented the required information supporting a business meal. Charges must be reasonable and appropriate.

Keep this form with the itemized receipt.

Cardholder Name:		
Supplier		
Date of Purchase		
Number of people in attendance: _____ If less than ten list by name those present:		
Business Purpose of the meal:		
Was alcohol purchased? _____		
If yes, to what fund was it reallocated?		
Total \$		

All business meal procurement must comply with University of Utah Policy and Procedure 3-11. Consult the University of Utah web site www.utah.edu for a complete description of this policy.