

From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Friday, November 14, 2014 11:13 AM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Policy regarding food purchases
Attachments: ATT00001.txt

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To all Controller's Office Mail List Subscribers:

Recent revision of [BPPM 70.08](#) permits food and meals to be purchased with PCard. However, alcohol purchases remain unallowable, whether beverages are purchased retail or with meals.

REMINDERS:

When purchasing meals on University Monies (not including 17A discretionary funds) the following conditions must apply (See [BPPM: 70.31](#)):

- The meal must be essential to the completeness (i.e., an integral part) of an official University meeting or training session, **and**
- The University must **require** that the employee attend the meeting or formal training session, **and**
- The purpose of the event must be to conduct official WSU business or to provide formal training to WSU employees.

Completed Request to Serve Food (RTSF) forms must be attached to PCard transaction documentation. Do not send copies of the RTSF to Accounts Payable if food was purchased with PCard.

Note: regardless of payment method, discretionary funds must be used to support meal costs over per diem (See: [OFM - Per Diem](#)). **Any overage should be split in PaymentNet and coded to discretionary funds.** When calculating per diem, remember to include any taxes and gratuities to determine any overage.

Please contact Accounts Payable at (509) 335-2060.