



ACCOUNTS PAYABLE DEPARTMENT
101 BRADDOCK ROAD
FROSTBURG, MD 21532

FOOD SERVICE / CATERING EXCEPTION AUTHORIZATION FORM

All food provided on University property is required to be provided by the University's food service contractor unless a waiver is obtained in advance of the event. The State of Maryland does not permit payment of food for departmental meetings or social events such as office parties (i.e. Christmas, birthdays, retirements, etc). Alcohol can not be paid for under any circumstance. This form is required before any vendor payment or individual reimbursement may be made for food not provided by the University's food service contractor. A Food Service Approval form containing list of attendees and their affiliation to the University must be attached to this form.

Food Service Provider: []
Dept/Proj Name: [] Contact Name: []
Dept/Proj Number: [] Telephone Number: []
Estimated Cost: [] Req. # (if applicable): []
Date(s) of Function: [] Location of Function: []

Purpose of Function (must reflect University business):
[]

Justification of why University's Food Service Contractor can not be used:
[]

Signatures: Date:
Department Manager []

Exception Approval: Date:
Vice President for Administration and Finance []

IMPORTANT NOTICE: If pre-approval for food/catering services is not obtained, the individual contracting for the food service and/or their department manager may be held personally liable for the expenses.

Obtain all signatures before submitting to Accounts Payable. For reimbursements: attach to "For and Against" form with Food Service Approval form containing list of attendees, business purpose/agenda and original itemized receipts. Payment cannot be made without an itemized receipt. For vendor payments: make sure requisition number is on the form, attach Food Service Approval form containing list of attendees and business purpose/agenda, send to Accounts Payable.