OPRPM Form 56
(Rev. 01/2004)

# 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

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