

University Meals and Hosting Procedure

College of Life Sciences Dean's Office Accountability Form

A portion of the University Meals and Hosting Procedure states that when meal or hosting costs* are determined necessary to conduct university business, the transaction must be properly documented and recorded timely to comply with IRS regulations. This process includes completing one of the following:

- 1. For 13 or more participants, clearly identify the name or nature of the group below.**

Name or nature of group: _____

- 2. For 12 or fewer participants, list the names of each individual and their organizational affiliation below.**

Name of Individual	Organizational Affiliation
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

*includes snacks such as candy, cookies, fruit, donuts, soda, juice, etc.

Signature of Person Initiating Transaction _____ Date _____

(Please attach this completed form with the receipt to the transaction in the Purchasing Y-Expense system.)