

Farmingdale State College
Food & Beverage Justification Form

In accordance with the College's Food and Beverage Policy, any department that wishes to use appropriated funds (State Purpose, DIFR, IFR or SUTRA) to purchase food or beverages, including bottled water, must obtain prior approval. The Food & Beverage Justification form must be submitted prior to the date of the event.

Justification must include the following:

1. The purpose and necessity of the meeting/event.
2. The specific nature of State business being conducted.
3. The location of the meeting/event.
4. The number of participants including names, titles and their relationship to the business being conducted.
5. A detailed estimate, including food and beverages served (no alcohol is allowed).*
6. Brochures, programs, advertisements, and agendas related to the meeting or event.

** Please note as per SUNY/OSC has stated that each agencies fiscal administrator must determine that the meeting/event meets the criteria as set forth above. Therefore, if proper documentation is not submitted, including the Food & Beverage Justification Form, reimbursement/invoices may not be processed.

Office/Unit: _____

Date: _____

Contact Name: _____

Phone: _____

Invoice #: _____

Req#: _____

MEETING/EVENT INFORMATION

Title: _____

Date _____

Start Time: _____ End Time: _____

of Attendees: _____

of FSC Employees: _____

Estimated Cost: _____

Account #: _____

Briefly describe purpose of this meeting/event. Please include the specific category within the Food & Beverage Allowability Chart that this particular meeting/event falls under or the specific bottled water purchase exemption.

Supervisor Approval:

Administration&Finance-HortonHall 160

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____ Date: _____

Signature: _____ Date: _____