

<b>Activity</b>	<b>Allowable Participants</b>	<b>Funding Sources</b>	<b>Purchasing Method</b>	<b>Requirements</b>
<p><b><u>Student Events</u></b>                      Events sponsored by a recognized student group and events open to the general student body.</p> <ul style="list-style-type: none"> <li>• Concert /Lecture</li> <li>• Variety show / event</li> <li>• Performance</li> <li>• Coffee Hour</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Volunteers</li> <li>• Employees whose participation is required</li> </ul>	<ul style="list-style-type: none"> <li>• Student Activity Fees</li> <li>• Agency Funds</li> <li>• Generated Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• Petty Cash *</li> <li>• P-Card (see the CLBO for this) – NOT allowed for agency account. ++</li> </ul>	<ul style="list-style-type: none"> <li>• Original receipt or invoice</li> <li>• Food justification form</li> <li>• Per diem limits apply **</li> <li>• Flyer, agenda or email for the event</li> </ul>
<p><b><u>Contract Hospitality</u></b>                      Events that require food for a performer where it is written into their contract and agreed by UGA. This must be in conjunction with a sponsored student event.</p>	<ul style="list-style-type: none"> <li>• Non-employees</li> </ul>	<ul style="list-style-type: none"> <li>• Student Activity Fees</li> <li>• Agency Funds</li> <li>• Generated Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• Petty Cash *</li> </ul>	<ul style="list-style-type: none"> <li>• Original receipt or invoice</li> <li>• Food justification form</li> <li>• Copy of the contract page stating this requirement.</li> </ul>
<p><b><u>Annual Member Recognition</u></b>                      An event planned and sponsored by a student group, reviewed by an allocation committee or governing body, and approved by the VP for Student Affairs. Recognition for <b>STUDENTS</b> only.</p>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Volunteers</li> <li>• Employees whose participation is required</li> </ul>	<ul style="list-style-type: none"> <li>• Student Activity Fees</li> <li>• Agency Funds</li> <li>• Generated Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• Petty Cash *</li> <li>• P-Card (see the CLBO for this – not allowed for agency accounts) ++</li> </ul>	<ul style="list-style-type: none"> <li>• Original receipt or invoice</li> <li>• Food justification form</li> <li>• Documentation of budget approval</li> <li>• Per diem limits apply **</li> <li>• Flyer, agenda, or email for event</li> <li>• List of participants and relationships to UGA if food purchased at a restaurant or on a per person basis</li> </ul>
<p><b><u>Volunteer Events</u></b>                      Food for individuals who are asked to provide benefit to a student organization. Recognition events for volunteers not allowed.</p>	<ul style="list-style-type: none"> <li>• Students who are not being paid by UGA</li> <li>• Volunteers who are not being paid by UGA</li> <li>• Employees whose participation is required and not part of normal job duties</li> </ul>	<ul style="list-style-type: none"> <li>• Student Activity Fees</li> <li>• Agency Funds</li> <li>• Generated Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• Petty Cash *</li> </ul>	<ul style="list-style-type: none"> <li>• Original receipt or invoice</li> <li>• Food justification form</li> <li>• Per diem limits apply **</li> <li>• Flyer, agenda or email for event</li> <li>• List of participants and relationship to UGA if food purchased at a restaurant or on a per person basis</li> </ul>
<p><b><u>Safety Products</u></b>                      Water or other hydration products that are required by OSHA or are necessary to prevent harm to an individual.</p>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Volunteers</li> <li>• Employees whose participation is required</li> </ul>	<ul style="list-style-type: none"> <li>• Student Activity Fees</li> <li>• Agency Funds</li> <li>• Generated Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• Petty Cash *</li> </ul>	<ul style="list-style-type: none"> <li>• Original receipt or invoice</li> <li>• Food justification form</li> <li>• Per diem limits apply **</li> </ul>
<p><b><u>Educational or Business Meetings</u></b>                      A meeting of a student organization requiring participation by members and/or officers.</p>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Volunteers</li> <li>• Employees whose participation is required</li> </ul>	<p><b><u>No Student Activity Fees</u></b></p>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• Petty Cash *</li> </ul>	<ul style="list-style-type: none"> <li>• Original receipt or invoice</li> <li>• Food justification form</li> <li>• Agenda, flyer, or email for the event</li> <li>• List of participants and relationship to UGA if food purchased at a restaurant or on a per person basis</li> </ul>

<b>Activity</b>	<b>Allowable Participants</b>	<b>Funding Sources</b>	<b>Purchasing Method</b>	<b>Requirements</b>
<p><b><u>UGA Employee Group Meals</u></b>            Infrequent circumstances requiring employees to remain at work during mealtime to participate in a meeting or training session.</p> <ul style="list-style-type: none"> <li>• A meeting must last at least four(4) hours</li> <li>• Must have approval by the VP for Student Affairs in advance</li> <li>• Meal cannot come at the beginning or end of the meeting</li> <li>• Lunch meetings are not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Employees (either full-time, part-time or students)</li> <li>• Non-employees whose participation is necessary such as a speaker, lecturer, or training coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• State appropriated funds</li> <li>• Generated Revenue</li> <li>• Student Activity Fees</li> <li>• Agency Funds</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• Petty Cash *</li> <li>• P-Card (no agency accounts) ++</li> </ul>	<ul style="list-style-type: none"> <li>• Prior written approval from the VP for Student Affairs – consult with the CLBO prior to seeking this approval.</li> <li>• Agenda of the meeting</li> <li>• List of participants</li> <li>• Food justification form</li> <li>• Per diem limits apply **</li> <li>• Original receipt or invoice</li> </ul>
<p><b><u>Conferences &amp; Workshops</u></b>            UGA hosts and coordinates a conference or workshop and collects registration fees for meals and breaks, which are an integral component of the event.</p>	<ul style="list-style-type: none"> <li>• Conference &amp; Workshop participants</li> </ul>	<ul style="list-style-type: none"> <li>• Generated Revenue</li> <li>• Agency Funds</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• P-Card (no agency accounts). ++</li> </ul>	<ul style="list-style-type: none"> <li>• Should use a caterer to provide the food.</li> <li>• Non-catered food items (such as from a grocery store) must have written justification as to why the food was purchased outside of a catering agreement.</li> <li>• Original receipt or invoice</li> <li>• Food justification form</li> <li>• Agenda, flyer or email for event</li> <li>• Per diem limits apply unless justification for high limit provided **</li> <li>• No alcohol may be purchased</li> </ul>
<p><b><u>Legion Pool Concessions</u></b>            Food purchased based on the mission of the pool and the department of Campus Life.</p>	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Generated Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Check Request</li> <li>• Petty Cash *</li> <li>• P-Card ++</li> </ul>	<ul style="list-style-type: none"> <li>• Original invoice or receipt</li> <li>• Food justification form</li> </ul>

\*\* Per Diem limits: \$6.00 for breakfast, \$7.00 for lunch, or \$15.00 for dinner (per person for cost of food, including the cost of food purchased from a grocery store and all vendors)

\* Petty Cash may be used for small purchases not to exceed the limit of \$500 from one vendor within 2 consecutive days; single items should not exceed \$99.99

++ A detailed description must be added to the comments section in WORKS if food is purchased on the P-Card, stating why food was purchased and if for students, faculty/staff, volunteers or other non-UGA employees. A Food justification form must also be included with the P-Card purchase.