

**P Card Meal Purchase Justification Form**

UofM Policy [BF4002 Purchase of Meals](#) provides additional information for completing this form. Questions? E-mail [procurement@memphis.edu](mailto:procurement@memphis.edu)

Meal purchased for:

Guest Meals

Employee Meals

Non-employee Group

Meal(s)

Breakfast

Lunch

Dinner

Other (specify):

Guest(s):

University Personnel:

Event, Date, Purpose and Comments:

Prepared by:

Date: