RSO FOOD AND MEAL PURCHASE JUSTIFICATION

Student Organization Fund (SOF) | 2026-2027

University of Memphis, Student Government Association / Student Engagement

Submit this form with your reimbursement or payment request for ANY food purchase: groceries, wholesale clubs, restaurants, or catering. Attach the itemized receipt. Adapted from the University's P Card Meal Purchase Justification Form; see UofM Policy BF4002, Purchase of Meals.

> TIPS ARE REIMBURSABLE UP TO 20% ONLY. Any amount tipped above 20% will not be reimbursed and becomes the personal expense of whoever paid. Check the tip before you sign the receipt, not after.

SECTION 1: ORGANIZATION AND REQUEST

Organization name: ______

Officer name: ______ Officer title: ______

UofM email: ______ Phone: ______

TigerZone request #: ______

Event name: ______ Event date: ______

SECTION 2: WHAT WAS PURCHASED

Purchase type

☐ Meal ☐ Snacks / refreshments ☐ Catering

Meal(s) purchased

☐ Breakfast ☐ Lunch ☐ Dinner

Other (specify): ______

Purchased for

☐ RSO members ☐ Guest speaker / presenter

☐ Open campus event ☐ Mixed group

Vendor and cost

Vendor / business name: ______

Subtotal $: ______ Tax $: ______

Tip $: ______ Tip as % of subtotal: ______

TOTAL $: ______ Date of purchase: ______

SECTION 3: PURPOSE AND JUSTIFICATION

State the purpose of this purchase. Be specific: what was the event or meeting, why was food necessary, and how did it serve the organization's programming?

SECTION 4: ATTENDEES

> An attendee list is REQUIRED for meals. It is NOT required for snacks or refreshments. If the group is too large to list individually, state the event name and estimated attendance, and attach the sign-in sheet or event advertisement.

RSO members and students present

Guests, speakers, or non-students present

University faculty or staff present

Total attendance		Sign-in sheet attached?	

SECTION 5: ATTACHMENTS

- ☐ Itemized receipt (required; a total-only receipt is not sufficient)
- ☐ Meeting agenda, event advertisement, or event summary
- ☐ Sign-in sheet or attendance record
- ☐ Invoice (required if the University is paying the vendor directly)

Other

If the receipt is not itemized, the itemized detail must be written into the justification field above. A receipt showing only a total will be returned.

SECTION 6: CERTIFICATION

I certify that this purchase was made for the organization purpose described above, that the information provided is accurate and complete, that I am an officer of this organization with authorized access, and that no alcohol or tobacco was purchased with these funds.

Prepared by (signature) ____________________

Printed name ____________ Date ____________

> Advisors may not submit funding or reimbursement requests on behalf of the organization.

Companion to the SOF Programming Request Process Map, Procedures and Protocols, 2026-2027. Where a conflict exists, the Process Map governs. See also UofM Policy BF4002, Purchase of Meals.