Cornell University
Division of Financial Affairs
Office for Supply Management Services

Procurement Card Business Meal Detail Form

Print Form

Part I Cardholder Information

Cardholder Name: _____

Part II Meal Detail

Business Purpose:

Attendees:

Meal Date: _____

Meal Location: _____

Merchant: _____

Caterer Purchase:

- ◯ This is **NOT** a purchase from a caterer.
- ◯ This **IS** a purchase from a caterer, and this merchant appeared on Cornell's list of approved caterers on the purchase date. **Note:** For a list of those caterers that currently meet Cornell's insurance requirements, see Risk Management and Insurance's Web site at www.risk.cornell.edu/catererlist.cfm.

Part III Charge Account Information

Expense Type	Account Number					Amount
Alcohol:						
Other:						
					Receipt Total:	

Return this completed form to your procurement card coordinator in your business service center, with the original receipt(s).

Revised: 18-Feb-2009
Division of Financial Affairs