

To All University Employees:

University policy for the payment of restaurant meals on a University PCard:

- 1) Let the PCard office know if the card needs to be opened for meals.
- 2) Meals must be for official functions only. Meals to celebrate individual milestones such as birthdays, promotions etc. are not allowable. Group meals to 'promote collegiality' or otherwise celebrate at the holidays for instance, are not allowable.
- 3) The [Official Function Form -Meals & Entertainment](#) must be completed and submitted with each itemized receipt.
- 4) If a non-allowable purchase is made, the cardholder will be invoiced for the non-allowable amount, i.e., a tip in excess of 20%, the purchase of alcohol, or a completely non-allowable meal.
- 5) If a cardholder pays for a non-allowable meal, excessive tip, or alcohol, an invoice will be created to bill the cardholder, and a warning sent for the violation. Three violations will result in the revocation of the privilege of paying for restaurant meals with a University PCard.

These policies hold true regardless of the cost center being expensed. (i.e. Even if a Foundation cost center is being used.)

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