



Check Your Purchase Packet

Use this checklist to determine if you have the right documentation to make your purchase:

<p>General Purchases</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote, Shopping cart or contract with cost <input type="checkbox"/> Approved Owl Central Event Registration if for an event 	<p>Food (Non Blanket)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote or Shopping cart <input type="checkbox"/> Approved Owl Central Event Registration <input type="checkbox"/> Approved Food Waiver & Food Permit (non-Chartwells) *
<p>Promotional Items (shirts, pens, etc.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote <input type="checkbox"/> Approved Owl Central Event Registration if for an event <input type="checkbox"/> Design approvals (RSO, Non-RSO & SG) 	
<p>Printed Items (postcards, flyers, etc.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote <input type="checkbox"/> Approved Owl Central Event Registration if for an event <input type="checkbox"/> Design approvals (Marketing & Communications) 	
<p>Performers and Event Equipment that has to be set up by vendor (i.e. staging, lights, etc.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote <input type="checkbox"/> Approved Owl Central Event Registration <input type="checkbox"/> Contract Endorsed by SAEM member and FAU Purchasing <input type="checkbox"/> Employee vs. Independent Contractor for vendors without EIN# 	
<p>Existing Blanket PO (i.e. Chartwells)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote via Catertrax <input type="checkbox"/> Approved Owl Central Event Registration 	<p>Costco</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote/Shopping Cart <input type="checkbox"/> Approved Owl Central Event Registration <input type="checkbox"/> Approved Food Waiver & Food Permit
<p>pCard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote/Shopping Cart <input type="checkbox"/> Approved Owl Central Event Registration <input type="checkbox"/> Approved Food Waiver & Food Permit if using Publix 	<p>Office Depot/Staples</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Justification Form <input type="checkbox"/> Itemized Vendor Quote/Shopping Cart

*Food Waivers & Food Permits are required for on campus events only. Broward campus events require a Food Permit.

Today's Date: _____ **A&S Expense Justification Form**

Organization/Program Information	Account Name: _____
	Tag: _____ Expense Line: _____
	Initiator: _____
	Phone Number and Email(s): _____
	FAU Address (if purchase will be delivered): _____

Purchase Information	Event Name (if applicable): _____ Event Date (if applicable): _____
	Vendor Name: _____
	Purpose of Purchase: _____
	Travel Related? Yes No
	*If yes, first complete a Student Notification to Travel Form :
	Benefit of Purchase to FAU: _____
	Type of Purchase:
	General Merchandise (food non-blanket, initial blanket purchase order set up, promotional items, printed items, performers or equipment)
	Existing Blanket PO
	Office Depot/Staples
Purchase Card, Name on pCard: _____ Email: _____	
On campus Department (Student Union, Campus Rec, Parking Services, Business Services, OIT)	
Travel	
Purchase Amount: _____	

Authorizing Signatures	Acct. Manager: _____ Signature: _____ Date: _____
	Advisor: _____ Signature: _____ Date: _____
	For Transactions >= \$1000
	Director: _____ Signature: _____ Date: _____

Updated 7/11/18

***Download and Save to Electronically sign**

ASAB Approval	
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Coca-Cola **Products**

Aquapure
Aquarius
Barq's
Barrilitos
Beverly
Bright And Early
Caffeine-free Barq's
Caffeine-free Coca-Cola
Caffeine-free Diet Coke
Cascal
Cherry Coke
Chippewa
Citra
Coca-Cola
Coca-Cola Black Cherry
Vanilla
Coca-Cola Cherry Zero
Coca-Cola Zero
Coca-Cola Zero Caffeine-Free
Cumberland Gap
DANNON
DASANI
Delaware Punch
Diet Barq's
Diet cherry Coke
Diet Coke
Diet Coke Black Cherry
Vanilla
Diet Coke with Lime
Diet Coke with Splenda
Diet Fuze Tea
Diet Inca Kola
Diet Master Pour
Diet Northern Neck
Diet Sprite
Diet Sprite Zero
Dr Pepper
Evian
Fanta

Fanta Sugar Free
Fanta Zero
Five Alive
Flavor Rage
Fresca
Fruitopia
Full Throttle
FUZE
FUZE TEA
Georgia
Glacéau Fruitwater
Glacéau Smartwater
Glacéau Vitaminenergy
Glacéau Vitaminwater
Glacéau Vitaminwater
Zero
Gold Peak
H2OK
Hi-C
Honest Ade
Honest Fizz
Honest Kids
Honest Tea
Honest Tea Zero
Illy
Inca Kola
Java Monster
Jericho
Kinley
Krest
Lift
Master Chill
Master Pour
Mello Yello
Mello Yello Zero
Mezzo Mix
Minute Maid
Minute Maid Enhanced
Minute Maid Fruit Falls
Minute Maid Juices To Go
Minute Maid Light
Minute Maid Orchards

Monster
Northern Neck
NOS
Odwalla
Peace Tea
Pepe Rico
Pibb Xtra
Pibb Zero
POWERADE
POWERADE PLAY
POWERADE ZERO
Red Flash
Schweppes
Simply
Southern Sun
Spring!
Sprite
Sprite Zero
Sugar Free Full Throttle
Sugar Free NOS
Sugar Free Sprite
Sunfill
Surge
TaB
Vanilla Coke
Vanilla Coke Zero
VAULT
Vault Zero
Vegibeta
Vegitabeta
Worx Energy
Zico



Food Waiver Request Application

Complete the FWR and forward to the Business Services Office located at the Student Union, Room 204, by campus mail or fax (561.297.2666) at least 10 business days prior to the event date. If approved, the FWR will be returned to you by fax or campus mail. In addition, you may pick it up in the Business Services Office. The FWR must be displayed at the event.

CONTACT INFO	Name:		Telephone:
	E-mail:		Fax:
	Department/Organization:		
EVENT INFORMATION	Event Name:		Start Time:
	Event Date(s):		End Time:
	Event Location:		Estimated number guests:
	Group(s) in attendance: <input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Department <input type="checkbox"/> Public/Other		
	Event Description: (Check all that apply)		
	<input type="checkbox"/> Authorized Fundraiser		<input type="checkbox"/> Banquet
	<input type="checkbox"/> Club/Organization Event		<input type="checkbox"/> Reception
	<input type="checkbox"/> Meeting		<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Purchase pick-up or carryout products from a public restaurant or grocery store for group consumption		<input type="checkbox"/> Caterer from the University's Approved Vendors list
	<input type="checkbox"/> Buffet/Self Serve <input type="checkbox"/> Served by: _____		<input type="checkbox"/> Caterer not on approved list
Name of caterer: _____			
List or attach a menu of food and beverage to be served:			
Source of food:		How will food be delivered?	
Source of beverage:		What equipment will be used to keep food hot or cold?	
Coca-Cola Agreement Guidelines and Procedures	<p>Florida Atlantic University has an exclusive soft drink pouring rights contract with Coca-Cola. As part of this agreement, the University has agreed to sell and serve only Coca-Cola products including non-alcoholic, carbonated or non-carbonated soft drinks and fountain syrups throughout the University campuses and all University events that may be held off campus.</p> <p>Coca-Cola products include, but are not limited to, carbonated beverages, non-carbonated beverages, juices and energy drinks. If you are unsure that a particular product is a Coca-Cola product, please contact Business Services for clarification.</p> <p><input type="checkbox"/> I have read and understand the guidelines for a food waiver request.</p>		
	<p>Organization signature: _____ Date: _____</p>		
<p>Food Service Waiver must be displayed at event; please indicate how you would prefer to receive Waiver:</p> <p><input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Campus Mail <input type="checkbox"/> Pick up at the Business Services office</p>			
FOR BUSINESS SERVICES ONLY:			
Received by:		Date received:	
Signature:		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	

The Food Waiver Request indicates that the University is neither liable nor responsible for the preparation or service of food for your event, and that you agree to properly refrigerate and hold all perishable items.

Food Waiver Quick Reference Guide: Why would I need a Food Waiver?

Occasionally, events have special circumstances where Chartwells, Florida Atlantic University's internal catering options do not meet the needs of the events.

1. Donations from an outside vendor - A donation letter from the outside vendor will be required and a comparisons quote from Chartwells.
2. Exceptions may be granted ONLY in limited situations such as to support a specific cultural/religious/ethnic program.

Step 1: Review and fill out the Food Waiver Request

<http://www.fau.edu/studentunion/forms/foodwaiver.pdf> and deliver to Business Services, Student Services room 124A in person, through campus mail or fax 561-297-2666.

- This form must be completed and turned in 10 business days prior to the event date. Business Services will be in contact with you regarding the status of the food waiver within 3-5 business days of the submission. If approved, Business Services will fax the Food Waiver Request to Environment Health & Safety.

Important information to consider before filling out the Food Waiver Request: The name of the vendor or caterer that will provide the food, menu of the food and beverages being served, how the food will be served, how the food will be delivered, and what precautions will be taken to ensure the safety of the food. NOTE: Check the EH&S website for a list of Approved Vendors at: www.fau.edu/ehs - the link is FOOD SAFETY PROGRAM. If you opt to use a vendor not on that list please follow the steps below to have them approved.

1. The Vendor must provide a copy of their current State of Florida license to do business as a food provider, caterer, restaurant, etc. (FYI -- a copy of their Occupational License, or Tax Collector's certificate is not the same thing.)
2. The Vendor must provide a copy of their current Certificate of Insurance, naming Florida Atlantic University as the certificate holder. (This is an insurance-industry standard form which outlines the limits of liability in place for the vendor and the vendor can easily obtain it by placing a single phone call to their insurance agent.)
3. **If the vendor refuses to provide either or both of the required documents, they will not be approved and you will need to choose another vendor.** Please contact Joanne at 561-297-3829 if you have any questions about adding a vendor to the list.

Step 2: Review and fill out the Temporary Food Service Event Permit Application form, which can be accessed and completed on-line: <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>

- This form must be completed and submitted 10 business days prior to your event. Please keep in mind that food prepared at home is not permitted to be served at your event. All vendors (including grocery stores, caterers, restaurants, etc.) must be selected from the Approved Vendor List (as stated above)
- If the vendor is not serving the food, all individuals who are responsible for cooking, serving, handling, or transporting the food will need to complete the brief, on-line FAU Food Safety Training prior to the permit being issued (preferably at the time the Temporary Food Service Event Permit Application is submitted). Again, visit www.fau.edu/ehs. The training certificate is valid for 3-4 years.

Step 3: Once approval is obtained from both Business Services and EH&S, The Food Service Event Permit will be available. **Food Service Event Permit and Food Waiver must be displayed during the event.** These documents are available to the sponsor of the event by email or through Business Services, as indicated on the Food Waiver Request.

Florida Atlantic University
GUIDELINES FOR FOOD WAIVER REQUEST

Food plays a very important role in many events that take place at Florida Atlantic University. Please read the following information to determine how to obtain food/beverage for the type of event you are planning.

CATERING POLICY

Chartwells (FAU Dining Services) is the caterer for Boca Raton and Jupiter campuses. Any food served on either campus must be served by Chartwells unless a waiver has been completed and approved. All alcohol served on campus must be served by Chartwells.

- For all events a Food Waiver Request must be completed and submitted 10 days in advance of the event. Requests made less than 10 days in advance may not be considered. There are no exceptions based on the cost of the event or scope of menu.

SPECIAL CIRCUMSTANCES

- Occasionally, events have special circumstances where catering options do not meet the needs of the events.
- **Donations:** All donated food must be processed or prepared in a licensed food service operation, or in an establishment or place, meeting equivalent requirements of the Florida Department of Health. A letter of donation from the licensed food operator to the Director of Business Services must be provided 10 working days in advance of the event.
- All donated alcohol must be served by Chartwells. A letter of donation must be provided from the establishment providing the alcohol. A corkage and bartender fee will be charged for the service.

Other:

- Exceptions may be granted ONLY in limited situations such as to support a specific cultural/religious/ethnic program.

TEMPORARY FOOD PERMIT AND FOOD SAFETY TRAINING

If the Food Waiver is granted, Business Services will fax the approved waiver to Environmental Health and Safety for review. You must contact EH&S directly to complete the Temporary Food Permit Application and to complete Food Safety Training. All information can be found at <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>. EH&S will forward the approved permit to Business Services where the approved Waiver and Temporary Food Permit will be available to the requesting organization.

REIMBURSEMENT

The University sponsoring department must provide a copy of the approved Catering services Waiver Request Form to FAU's Accounts Payable Department or the FAU Foundation as a stipulation of reimbursement.

APPROVED VENDOR LIST

Visit <http://www.fau.edu/facilities/ehs/info/APPROVED-VENDORS.pdf> to see the list of approved vendors.

IMPORTANT: YOUR EVENT CANNOT TAKE PLACE WITHOUT AN APPROVED FOOD WAIVER REQUEST WHICH MUST BE DISPLAYED AT THE EVENT. YOU SHOULD RECEIVE A RESPONSE WITHIN 3-5 WORKING DAYS OF YOUR REQUEST.