

# Food Expense eForm

Instructions for Completing



University of Wisconsin  
**Stevens Point**

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## Completing the Food Expense & Approval eForm

### Before the Event

1. **Open the [Food Expense Approval and Payment eForm](#)**
2. **Complete section A: Event Information**
  - a. Description of Activity and Business Purpose: Be sure to describe the purpose of the event and how it relates to the mission of UWSP or your department.
  - b. If your event is held at an off-campus location and there is a fee to utilize that location, enter the approximate cost. If approval via this eForm is not obtained prior to your event, it will not be reimbursable. See the Food Purchasing Guidelines for more information.
3. **Complete section B: Service Requested**
  - a. If your event does not meet the criteria listed, please reach out to Payment Services to determine if it is allowable per [UW policy](#).
4. **Complete section C: Authorization**
  - a. Click Add Funding String.
  - b. Choose either 6-Digit Dept. or 7-Digit Project ID, enter it in the empty field, and click Get Acct. Info.
  - c. If this event will be paid from multiple funding sources, click Add Funding String to add another department.
5. **Click Submit**
6. **Order of Approvals:**
  - a. Budget manager(s)
  - b. Catering: Only if the request is to use an outside food vendor at an on-campus event
  - c. Purchasing Director/Controller: Only if the request is for an off-campus event that includes a separate fee or contract.
  - d. Risk Management: Reviews all requests to purchase food from non-campus vendors. Risk will reach out to the department if there are concerns.

### After the Event

1. Shortly after the event end date, the requestor will receive an email with instructions based on the selected vendor and payment type.
  - a. **On Point Catering/CPS Café/ Treehaven/CWES/Schmeckle**
    - i. Click the link in the email to return to the eForm.
    - ii. Enter the dollar amount. If there are multiple funding strings, you can specify how much should be charged to each department.
    - iii. Attach the invoice and enter the invoice number.

1. If there are multiple invoices related to this event, be sure to attach them all. You will not be able to submit more invoices after the eForm is fully approved.
- iv. Attach an Agenda/Brochure or other type of documentation from the event.
- v. Attach the Attendee List
  1. If the event was open to the entire campus or the public and no attendee list was taken, attach a statement explaining that. If there is a list of people invited, please include it. Most events should have an accompanying attendee list.
- vi. Click Submit
- vii. Order of Approvals:
  1. Budget Manager(s): Approves the funding and amount due.
  2. Payment Services: Audits per UW policy.
  3. General Ledger: Processes the payment via transfer.
  4. Requester is notified via email that their invoice has been approved.
  5. The campus department that provided the catering is notified via email that they are receiving a payment.

**b. Other**

- i. ShopUW+
  1. The email will contain a PDF of the eForm. Attach the eForm and backup documentation when entering a Direct Payment form in ShopUW+.
  2. If you have a Purchase Order for the event, email the eForm, vendor invoice, and backup documentation to Payment Services.
- ii. Purchasing Card
  1. The email will contain a PDF of the eForm. Attach the eForm and backup documentation when completing your PCard packet.
- iii. ProTravel Card
  1. The email will contain a PDF of the eForm. Attach the eForm and backup documentation when completing your e-Reimbursement report (TER).
- iv. Personal Funds
  1. The email will contain a PDF of the eForm. Attach the eForm and backup documentation when completing your e-Reimbursement report (TER).