

CAH PROCEDURE FOR USING AUXILIARY FUNDS FOR SEARCH CANDIDATES' MEALS

Per the guidelines below, a UCF employee Pcard holder may use his/her Pcard to cover a search candidate's meal. If the appropriate guidelines are not followed, the UCF employee will be required to reimburse UCF for the Pcard charge.

A Pcard "temporary special request" is required for the Pcard holder to use his/her Pcard for interviewee(s) meals (if applicable depending on the Pcard holder's profile). Please reference the CAH Pcard Policy and Procedure on how to request a temporary special request at: the College's file server under STAFF-RESOURCES>Policies and Procedures. If you have questions on how to make this special request, please contact Denise Matias at Denise.Matias@ucf.edu or by phone at 407-823-3259. Please note: You may not have the merchant name at the time of request, so you can put TBD, but you *must* provide the "Time frame" for usage (a begin and end date).

1. Pcard holder must be in attendance to use the Pcard.
2. An Original detailed food receipt and pay stub from the restaurant must be provided. Tape the receipt to a piece of 8"x11" paper.
3. Ensure the 8"x11" sheet of paper is stamped using the Pcard stamp and the proper information provided. You must use account code 735103 (for non-UCF approved vendors) and auxiliary funding number for the charge. Account 735102 must be used for all UCF approved vendors.
4. Please provide the name of the prospective employee, title of position and position number, along with the name of the university host and search committee members-if also paying for their meals.
5. A tip over 25% of the meal cost (without tax) will not be approved. Any meal in excess of \$50 inclusive of tax and tip per attendee will not be approved.
6. Attach the Itinerary of the prospective employee.
7. **NO** Alcohol and/or Alcohol products are to be paid for with the Pcard.
8. The number of participants should be reasonable for the circumstance and the cost of the meals. As a guideline, the attendees should be the appropriate department head (or substitute) plus two other university hosts.
9. **ALL** Pcard purchase(s) for candidates meals related to recruiting must be sent to Denise Matias in the CAH Dean's office for Pcard approving.