INTEROFFICE MEMORANDUM

TO:
FROM:
SUBJECT: T-Card Guidelines
DATE:

T-CARD GUIDELINES

The following is required to process a T-Card purchase for seminars, dissertations, and other food-related events. The information listed below is needed for auditing and processing purposes.

1. Vendor Receipt(s):
   Amount:
   Amount of Alcohol: N/A

2. Business Purpose:

3. Copy of Seminar Flyer/Supporting Docs: Attached

4. Number of attendees and affiliation. Breakdown (students, faculty, staff & general public). If 20 or less attended, please list first and last name and affiliation of attendees:

5. Type of meal: Breakfast/Lunch/Dinner:

6. Name printed on T-Card (owner):

7. Source of Funding: