

### Food & Entertainment Request

Available Actions:

# Food & Entertainment Request

### Supplier Info

Enter Supplier

or

[Supplier Search](#) | [Enter Manually](#)

Use this form to request: **Food for Events (meals/refreshments), Catering\*, Alcohol, Gifts, Tickets.**

\*For **UCSC Catering Services** food purchases, use the **Recharge - UCSC Catering Request** form.

For F&E related questions, contact [entertainmenthelp@ucsc.edu](mailto:entertainmenthelp@ucsc.edu)

#### Guides:

- [Food for Events \(meals/refreshments\)](#)
- [Catering](#)
- [Alcohol](#)
- [Non-Cash Employee Award and Other Gifts](#)

Note: **Performer** and **guest speaker** requests must be placed using the **Services** form.

**Transportation rental/charter** requests must be placed using the **Vehicle Rental/Charter form**.

### F&E Documentation and Reporting Requirements

#### ERF, Guest Lists/Flyers and Host Certification

The **ERF (Entertainment Reporting Form)** is **only** required to process out-of-pocket entertainment-related **reimbursements and campus recharges**.

When a CruzBuy F&E purchase order is used, the event Guest List or Flyer **must** be attached to the order **unless** the order is for bulk food purchases.

If the event is classified as **employee morale-building** (account code 001250), **entertainment** (account code 001271), or **student outreach** (account code 001273), **Host Certification must be attached** to the order.

### General Info



**Catalog No.**

If supplier proposal/quotation is attached, enter number or date listed on the proposal in the **Product Description** field.



**Product Description**

254 characters remaining [expand](#) | [clear](#)



**Quantity**

Unit of Measure (Keep first field blank)

NTE - Not to Exceed



**Estimated Price**

### Procurement Details

Is there a **Supplier agreement or contract** requiring review? If **yes, attach**.

**Deposit Requested?** (Processing a deposit may take up to two weeks)

Gifts/gift certificates or awards require department head approval (Director level or above), which must be attached to the requisition. An ERF is **not required** for Gift/Award requests.

Is this a Gift/Award request?



**Will food be delivered to event by Supplier?** (Only approved caterers can deliver to campus)

**Does this request include the purchase or serving of alcohol?**

Delivery/Pick-Up Date (if applicable)

  
mm/dd/yyyy



Internal Attachments

Add Attachments

### Transaction Details



#### Expense Tracking Information

An **Expense Tracking Number** is required if multiple funding transactions are used for a meal's expenses (a CruzBuy requisition combined with at least one additional requisition, recharge, or reimbursement). The Expense Tracking Number is used to accurately monitor the per-person cost for any meals included in the event. The same Expense Tracking Number must be used on each transaction associated with a particular meal.

The **Expense Tracking Number** can be:

- The number of the first CruzBuy requisition submitted for the meal (recommended if all meal expenses are CruzBuy orders)
- **OR**
- The ERF number if there are reimbursements or recharges associated with the meal
- **OR**
- The Meal Expense Tracker (MET) form number if you are using a MET for your event.

The ERF and MET forms are accessed on the Entertainment section of the Financial Affairs Dashboard. Sign in with your UCSC Gold password.



Expense Tracking Number

Enter zero "0" if all expenses for the meal are included on a single requisition, or if order is for Bulk food, Gift or Ticket purchase.

#### Top Level Determination

**Events requiring top level approval** (see determination list directly below) **must** have the **approval included** in comments or an email attachment referencing the **event name or brief description**, the **event date** and the **estimated total cost**.

- Purchase or serving of alcohol;
- Exceeding the per-person meal cost ([Per-Person Meal Limits](#));
- Meals provided to a spouse, domestic partner, or family member of host/guest;
- Event where cash contributions are included in the cost;
- Meals provided to employees as part of a morale-building activity, including retirement and recognition receptions, etc.;
- Tickets provided to prospective donors, employees, or student appointees in connection with an entertainment event.

Does this F&E order event require Top-Level approval? (See Top-Level determination list above)

Please select... 

#### Per-Person Meal Costs

The per-person meal cost is calculated by dividing the **TOTAL** cost of the meal by the number of meal attendees. If there are **multiple requisitions (or multiple line items on a single requisition), reimbursements or recharges** containing costs for a single meal, be sure to use the **sum of all costs** pertaining to each individual meal in the per-person meal cost calculation, not just the amount being submitted on this requisition line item.

The Meal Expense Tracker accessed through the [Financial Affairs Dashboard](#) provides per-person cost calculations for your convenience. Sign in to the Meal Expense Tracker with your UCSC gold password.



Meal Type



Per-Person Meal Cost?



Event Date

  
mm/dd/yyyy



Event Location



Event Purpose/Justification

Total 0.00