**HOW TO PLACE FOOD ORDERS**

1. Talk to your fund manager regarding the funding issues. If you plan to have alcohol, you will need to confirm that the funding source does not prohibit it.
2. Contact the vendor and obtain a quote.
* Please note: If the vendor requires a signed agreement, please do not sign anything.

Only the central Purchasing office is authorized to sign purchasing agreements on behalf of the University. The request will have to be sent to Purchasing for review.

3. Below are the maximum allowed meal rates per person, inclusive of all food and beverages.

* Breakfast: $31
* Lunch: $54
* Dinner: $94
* Light Refreshments: $22

(<https://travel.ucla.edu/policy-resources/reimbursement-allowances-mileage-meals>)

1. Provide the following to your fund manager
* Travel & Entertainment request form
* Quote from the vendor
* Numbered guest or invite list with affiliations (ex: #1. Joe Bruin, UCLA Urban Planning, Grad Student)
* Event flyer/invitation
* [BFS Form](https://luskin.ucla.edu/wp-content/uploads/2024/03/BFSEntertainmentWorksheet2023_master.xlsx)

5. Once the requisition is submitted and approved in BruinBuy Plus, the requestor will email the PO to the vendor directly and coordinate the order and delivery.