

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

<b>Procedure:</b> Checklist for Purchasing Food	<b>Procedure #:</b> HSCEP OP 72.16, PRO A
<b>Effective Date:</b> July 19, 2019	<b>Last Revision Date:</b> February 18, 2025
<b>References:</b> HSCEP OP 72.16, Official Functions, Business Meetings, and Entertainment	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhsce.edu/compliance/">http://elpaso.ttuhsce.edu/compliance/</a>	

### **Procedure Statement**

The purpose of this procedure is to provide a process when purchasing beverages and/or food for Texas Tech University Health Sciences Center El Paso (TTUHSC EP) business purposes.

### **Scope**

This procedure outlines the process for purchasing beverages and/or food for TTUHSC EP business purposes.

### **Procedure**

1. Prior to submitting the Pre-Approval Form, the vendor must be made aware that the Institution is tax-exempt. It is the responsibility of the requestor to ensure that the vendor does not charge taxes. If taxes are charged, the purchaser is responsible to get the tax amount rectified and obtain a correct receipt.
2. The Pre-Approval Form must be completed via Dynamic Form (<https://ttuhsce.edu/fiscal/businessaffairs/paymentservices/Forms.aspx>) and approved by the Department Head and the President's Office. This should be requested thirty (30) days prior to the event or purchase.

*Please note: A **vendor hold search** is mandatory for all PCard purchases exceeding \$500 and should be conducted within 7 days prior to the purchase.*

3. Individual requesting the purchase card (PCard) for the purpose of buying beverages and/or food must sign out the card via MasterCard log located in the Managing Director's office.
4. Once the PCard is returned, the purchaser will need to document the amount that was charged by the vendor and date when the card was returned in the MasterCard log.
5. Purchaser must provide the following documents in PDF format or provide a hard copy to the card owner to reconcile the transaction:
  - a. Purchasing card transaction cover
  - b. Memorandum signed and approved by the Institutional Compliance Officer
  - c. TTUHSC EP Food & Entertainment Substantiation Form
  - d. Pre-Approval Form (signed and approved)
  - e. Itemized Vendor Invoice/Receipt
  - f. Meeting Sign-In Sheet

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

### g. Agenda

#### **Frequency of Review**

This procedure will be reviewed in collaboration with HSCEP OP 72.16, Official Functions, Business Meetings, and Entertainment (February of every odd-numbered year) by the designated Compliance personnel.

**Review Date:** 1/31/2024, 2/18/2025

**Revision Date:** 1/31/2024, 2/18/2025