



Part I

Cardholder Information

Cardholder Name: _____

Part II

Meal Detail

Business Purpose:

Attendees:

Meal Date: _____

Meal Location: _____

Merchant: _____

Caterer Purchase: This is **NOT** a purchase from a caterer

This **IS** a purchase from a caterer, and this merchant appeared on Cornell’s list of approved caterers on the purchase date. *Note: for a list of those caterers that currently meet Cornell’s insurance requirements, see Risk Management and Insurance’s Website at www.risk.cornell.edu/catererlist.cfm*

Part III

Charge Account Information

Expense Type	Account Number	Amount
Alcohol:		
Other:		
Receipt Total:		

Return this completed form to your procurement card coordinator in your business service center, with the original receipt(s).