CAH PROCEDURE FOR USING AUXILIARY FUNDS FOR SEARCH CANDIDATES’ MEALS

A UCF employee pcard holder may use his/her pcard to cover a search candidate’s meal when taking a search candidate out per the following guidelines below. If the appropriate guidelines are not followed the UCF employee will be required to reimburse UCF for the pcard charge.

A pcard temporary special request is needed for the pcard holder to use his/her pcard for interviewee(s) meals. Please reference the CAH Pcard Policy and Procedure on how to request a temporary special request at: http://www.cah.ucf.edu/fs/policy.php. If you have questions on how to make this special request, please contact Denise Matias at Denise.Matias@ucf.edu or by phone at 407-823-3259. Please note: You may not have the merchant name at the time of request, so you can put TBD, but you must provide the “Timeframe” for usage (a begin and end date).

1. Pcard holder must be in attendance to use the pcard.
2. Original detailed food receipt must be provided along with the paystub from restaurant. Tape the receipt to a 8”x11” paper.
3. Ensure the 8”x11” sheet of paper is stamped using the pcard stamp and filled out. You must use account code 735103 and auxiliary funding number for charge.
4. Please provide the name of the prospective employee, title of position and position number, along with the name of the university host and search committee members-if also paying for their meals.
5. A tip over 25% of the meal cost (without tax) will not be approved. Any meal in excess of $50 inclusive of tax and tip per attendee will not be approved.
6. Attach the Itinerary of the prospective employee.
7. NO Alcohol and/or Alcohol products are to be paid for with the pcard.
8. The number of participants should be reasonable for the circumstance and the cost of the meals. As a guideline, the attendees should be the appropriate department head (or substitute) plus two other university hosts.
9. ALL pcard purchase(s) for candidates meals related to recruiting must be sent to Denise Matias in the CAH Dean’s office for pcard approving.

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