



Food Criteria

This form is to be used for documenting the criteria used to purchase food with PCard. This form needs to be submitted in addition to the receipt provided by the PCard vendor/merchant. Cardholders purchasing food using PCard should have a signed Food Agreement on file with Purchasing

Business purpose of the Event: Food was purchased to provide meals while the RV Hogarth is conducting sea trials after extensive ship-yard repair period.

Description of the event - type of event, date, place, estimated number of participants and the participant's relationship with USF (staff/faculty/students/guests) The vessel will depart Duckworth shipyard in Tarpon Springs Florida at noon on March 25, 2020 to conduct sea-trials and safety drills for approximately two days. The vessel will return to homeport in St. Petersburg, Fl. at 1600 on March 27, 2020. Five crew members will be on board for the sea trials.

I certify that the PCard purchase did not include the purchase of alcohol and this expense fully supports my departments and USF's Mission.

Cardholder Signature