Example Wording for a District Process

Subject: Purchase of Food with PL Funds

Approval of purchase of food is required before your organization may contract to make such a purchase.

Beverage service provide as a courtesy to visitors to your organization will not be considered for reimbursement.

You are to notify TxDOT's Study office at least 5 business days before food is to be served.

Approval request via Electronic mail (e-Mail) is acceptable. E-mail notification will only be accepted from 1) the Director of Transportation, 2) the Assistant Director of Transportation or 3) the Program Manager-Administrative Assistants.

Such Approval request shall include (at a minimum)

- Name of the event, meeting or conference.
- Place or Building where event, meeting or conference will be held.
- Unified Planning Work Program (UPWP) Element to which the event, meeting or conference will be charged.
- Type of food service to be provided: ie :Snack, Hot Meal[1], Cold Meal
- Estimated Number of Non-Staff Persons expected to attend.
- Number of Staff Persons expected to attend.
- Estimated cost of food service provided.
- A Statement to the effect that established procedures for selecting vendor/suppler of your organization will be followed.

No less than 10 business days after the event, meeting or conference was held, you shall provide TxDOT's Study Office with the following:

(Correspondence via e-Mail is acceptable)

- Number of Non-Staff Persons attended.
- Number of Staff Persons attended.
- The name and address of the vendor/supplier
- The total cost of the food provided at the event, meeting or conference

[1] A hot meal is defined as any service where at least one food item is intended to be served at a temperature of at least 110° F