If a current P-Card user purchases such items as water, soda and pizza for college student events or dean meetings, are these considered commodity purchases or business meals?

Business meals and refreshments are prohibited on the P-Card when the unit goes live with TEM. The only food items that are considered supplies and that may be purchased with the P-Card after TEM go-live are those purchased as supplies for an open reception area and/or those purchased for classes/demonstration, such as the Extension food programs. Water, soda and pizza for college student events or dean meetings, are considered business meals and refreshments. Business meals and refreshments may be purchased with the T-Card or paid personally and reimbursed. Either way, the expense would be reported via an expense report in TEM that requires a list of the names of the attendees (if less than 20 attendees), the University affiliation of the attendees, and the University business purpose of the event. If there are more than 20 attendees, an approximate total of the attendees is documented in TEM as an “event”. BFPP Section 8.12 Business Meals and Refreshments further lists the allowable events, the approved dollar amounts, the allowable funding for employee-only events and events attended by employee and guests.

Which card would be used for bulk food purchases for a student/staff event (e.g., grocery store purchases)?

The Travel Card (T-Card) is the card to use for purchasing food for all events/meals. The P-Card is the card to use for purchasing food supplies, such as those used for the purpose outlined in Policy Section 8.13, resale, or food demonstration (Extension Programs).