‣ This guide demonstrates how to complete the **Food & Beverage Payment Request Form**.

‣ The **Food & Beverage Payment Request (FBF)** may be used to pay invoices for food & beverages where a purchase order is not otherwise required (and has not been issued) to accomplish direct pay to a supplier. For more information, see the Food & Beverage policy at http://www.ou.edu/controller/fss/policies/food.pdf.

Accessing the Food & Beverage Payment Request Form

1. From **cc.ou.edu** login with your 4x4.

2. From the main navigation menu select **Shop » View Forms** from the **Go To** menu or select **Forms** from the main workspace under the searching bar.

3. Select **Payment Forms** folder from the left side of the screen.

4. Click on the form titled **Food & Beverage Payment Request (FBF)**.

5. The form will pop up in a new window.

Filling out the Food & Beverage Payment Request Form

1. **Enter Supplier**: Enter the supplier name. As you type, the supplier name should appear. Please ensure that the fulfillment address is correct. If it is not, click **select different fulfillment center** to select an alternative location.

2. **Description**: Enter in a brief description of what types of meals were purchased and who they were purchased for.

3. **Invoice Amount:** Enter in the full amount of the invoice.

4. **Invoice Date**: Enter in the date listed on the supplier's invoice.

5. **Supplier Invoice Number**: Enter in the unique invoice number from the supplier's invoice.

6. **Date of Event**: Enter the date that the event took place.

7. **Place of Event**: Enter the location of the event.

8. **Describe how this expense benefits the University**: Enter in a brief description of how the meal benefited the University or how the meal was utilized for business purposes.

9. **Meal Provided**: Use the dropdown menu to select the type of meal that was provided.

10. **Number of participants**: Enter in the number of participants for the event.

11. **List of participants**: List the participants and their affiliation if the event meets one of the criteria below. A list of participants can also be added as an internal attachment if the participant information will not fit on the form.

    a. Paid on a Grant and Contract department number regardless of the number of attendees/participants.

    b. Paid on any other department if the number of attendees/participants was 16 or less.

12. **Total expense claimed**: Enter in the total expense claimed as the amount claimed may vary from the full invoice amount.

13. **Certification**: Select the appropriate certification option from the dropdown menu.

14. **Travel Voucher**: Select the appropriate answer from the dropdown menu regarding travel claims.

15. **Copy of invoice & supporting documentation/Internal Attachments**: Attach the electronic image of the invoice to the form. Select **add attachment** and choose to attach a **File**. Type in a name for the file and select **Choose File**. Locate the electronic image and select it. Once the file name is displayed, click **Save**.

‣ *All sensitive information (social security numbers, credit card numbers, protected information under HIPAA or FERPA, etc.) MUST be removed from*

attached documentation.

Available Actions

▸ Once the form is complete, you will need to select the appropriate action from the dropdown list of Available Actions.

▸ The Available Actions menu provides options when completing a form.

1. **Add and go to Cart**: This option adds the current form to your shopping cart and returns you to the shopping cart screen.

2. **Add to Cart and Return**: This option adds the current form to your shopping cart. The form page displays with the previously selected supplier and all other fields are reset to blank.

3. **Add to Cart**: This option adds the current form to your shopping cart. The form page remains completed. This option eliminates redundant data entry by using the existing form data as a template.

4. **Add to Draft Cart or Pending Req/PO**: This option adds the form to a draft cart instead of the active shopping cart.

5. **Add to Favorites**: This option will allow you to add this form to your Favorites. See **Creating and Using Favorites** for more information.