



UCSB Physics Reimbursement - Expenditures for Business Meetings, Entertainment, and Other Occasions
Quantity Purchases

From [Policy BUS-79](#): *Supplies of food, beverages, and related items may be accumulated in connection with official business meetings, entertainment events, and other activities in order to simplify the planning of individual events and to take advantage of favorable pricing on quantity purchases. Quantity purchases (e.g., beverages, nonperishable food, supplies, etc.) should be limited to the amount that will be used within the fiscal year. With respect to supplies and alcoholic beverages, because maintaining a precise record of per unit costs or the number of items used for a particular event may be unduly burdensome, a reasonable estimate of the quantities used and the associated cost may be entered on an inventory record.*

| INVENTORY RECORD FOR QUANTITY PURCHASES | |
|---|--|
| Item purchased: | |
| Cost: | |
| Number of items: | |
| Relevant PI or supervisor: | |
| Group or organization: | |
| Reason for purchase: | |

Note: A separate inventory sheet should be prepared for each item purchased in quantity.

| Item Used (-) | Date item used | Purpose and Name of Recipients | Balance (+) |
|---------------|----------------|--------------------------------|-------------|
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Explain here when this needs to be submitted to the department (ie when purchasing more, with receipts after using it all... etc)

| | |
|---------------|---------------------------------------|
| Payee: | P.I. (if different from Payee) |
|---------------|---------------------------------------|

I certify that the expenses were incurred for an official University business on the date(s) shown, that I was present, and that I have provided the original receipt(s) as required by University policy.

Signature and Date:

Signature:

Print name and title:



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List dates and names of participants for each event: