

UNIVERSITY OF DELAWARE **EXCHANGE**

Reconciling Food-Related Expenses

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There are two different methods to purchase food at the University of Delaware:

- UD Credit Card/Declining Balance Card
 - Purchase reconciled in Concur
- Purchase Order (PO)
 - Purchase initiated and reconciled in UD Exchange

The purchase method and account code used for expense reconciliation will vary based on the circumstance and use of the food

This guide will assist employees with selecting the correct account codes to reconcile their food-related purchases in Concur and UD Exchange



Account Codes used for Food-Related Purchases

Account Code	Short Description	Long Description
131202	RESTAURANTS AND CATERING	Restaurant and catering expenses for an off campus event hosted by UD
133807	PLAYOFF FOOD	Food while traveling for Playoff Competitions
140500	KITCHEN SUPPLIES/EXCDG FOOD	Cups, serving trays, utensils, pots, pans, food packaging, etc.
141222	FOOD FOR RESALE	Food and food ingredients purchased by UD for retail sales (e.g. Aramark, UDairy or Vita Nova)
141259	FOOD FOR CONSUMPTION	Food that is purchased for consumption, rather than for resale
145600	FOOD-UD EMPLOYEES/STUDNTS ONLY	Meal expenses for UD employees and students conducting UD business
145610	FOOD/MEALS W/ NON-UD PERSONNEL	Meal expenses for UD employees and non-UD personnel conducting UD business
145611	CATERING EXPENSE	For use by UD Creamery ONLY, related to their catering expenses



Travel-Related Food Expenses

131202 Restaurants and Catering

- Used when UD is bringing people to a place away from campus and hosting an event

133807 Playoff Food

- Used only by Athletics to pay for food when a UD team travels for playoff competition

Travel-related codes always begin with 13



Supply-Related Food Expenses

140500 Kitchen Supplies Excluding Food

- Used for non-durable food-related supplies required on campus, excluding equipment but including anything related to the consumption of food. Examples might be utensils, trays, packaging, small appliances such as a coffee maker, etc.

141222 – Food for Resale

- Used for food that the University will resell, including the ingredients for food for resale. Should be used primarily by Conference Services, Aramark, UDairy Creamery, Vita Nova, etc.

141259 – Food for Consumption

- Used for packaged food that will be kept on campus for consumption, such as in break rooms, not associated with a meal or event



Meal-Related Food Expenses

145600 – Food UD Employees/Students Only

- Used for any business-related meal expense where only UD staff, faculty and/or students are in attendance

145610 – Food/Meals with Non-UD Personnel

- Used for any business-related meal expense where UD staff, faculty and/or students are sharing a meal with individuals external to UD, including interview candidates, alumni, guests, vendors, etc.



Food Expense Codes Not Used in Procurement

145611 – Catering Expense

- Used only by UDairy Creamery for billing related to their expenses with catering food.
- This code is only used on a journal voucher, so it is not available for Procurement use in Concur, UD Exchange, or webforms.



Important Notes

Remember to engage Procurement Services **prior** to planning an event, not when payment is due

Events held on campus with thirty or more attendees may **only** be catered by Aramark in accordance with the University's Dining Services contract

Only individuals named on the Table of Signature Authority may sign contracts obligating the University to any purchase agreement, regardless of how payment is made



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Procurement Policy](#)
- [UD Credit Card Policy](#)
- [Travel and Business Hosting Policy](#)

