

MEDICAL COLLEGE *of Georgia* FOUNDATION



Attachment A: Justification of Meals & Entertainment

This form must be submitted with any and all check requests when funds are requested for food, beverage, and entertainment.

The Medical College of Georgia Foundation, Inc. (MCGF) is a non-profit charitable organization which qualifies for tax exemption under Section 501(c)(3) of the IRS Tax Code. To qualify for this exemption, MCGF must comply with state and federal law. Therefore, qualified expenditures must demonstrate a direct and substantial benefit to the initiatives of the Medical College of Georgia.

Date of Event _____

Event Type/Name _____

Event Location _____

Total Cost _____

Number of Attendees _____

Please list all attendees by name, or attach a sign in sheet.

Employees

Non-Employees

Department Authorization

Signatory

Date

Print Name

Please submit all original documents (this form, receipts and supporting documentation) to :
MCG Foundation at 720 St Sebastian Way Suite 150 Augusta, Georgia 30901 (Attn: Accounts Payable)

Contact the MCGF Accounting Department with any questions: (706) 823-5500
Please refer to our Disbursement Policy for additional details located on our website, mcgfoundation.org