

## Request for Authorization to Provide On-Campus Group Meals

## Instructions

## Note:

These expenditures will be subject to special audit scrutiny to ensure that such expenditures are infrequent, rather than routine. This policy does not allow the purchase of meals for a "lunch meeting" in which the meal and the meeting are the same.

- 1. When the need to provide meals becomes evident, have the purchase of meals approved *prior to the date of the event* (non-emergency situations).
- 2. Complete the "Request for Authorization to Provide On-Campus Group Meals." All items must be completed for the document to be processed.
  - Purpose of Meeting A brief description of what is to be accomplished,
  - A formal written agenda must be attached.
  - The account to bear the expenditure must be included.
  - All participant names must be included;
  - The host Department head must sign; and
  - The appropriate Dean or Vice President must approve the expenditure.
- 3. Meal expenses must be documented by original receipts.
- 4. After all approvals are obtained, retain a copy and submit the original to Accounts Payable along with the original receipts and payment request.



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Purpose and Justification of Meeting:	
*Formal written agenda for meeting must be attached	to this document.
Chartstring that will bear the expenditure:	
Session Date and Time:	
Total amount of meal:	
Participant Name	Participant Name
Department Head Signature	Date
Dean or Vice President or designee Signature	