



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

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**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.



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

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

\_\_\_\_\_  
 Date

 **You can sign this form electronically!**  
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