Meal Approval Form

State regulations only allow food to be purchased with State funds under specific guidelines. If approved, the Business Office will forward to the requestor to submit a requisition. Once the purchase order is created, the Business Office will forward a copy to you for your purchase. Do not order food until you have an approved Food and Beverage Form and a PO #.

Reminder: When you submit your invoice for payment you must include a participant sign-in sheet, date, times and agenda for the event.

Requestor: _____ Today's Date: _____

Event Date: _____ Event Time: _____

Event Descripton: _____

Event Location: _____

(Approval of this form does not serve as a reservation for the event location)

Anticipated Number of Attendees

Campus Employees: _____

Students: _____

Off Campus Guests: _____

What account are you requesting food be purchased from?

Account: _____

What vendor and cost should be listed on the purchase order?

Vendor Name: _____

Vendor Number: _____ Total Cost: $ _____

Please provide a brief explanation of why meals should be provided for this event:

_____

_____

Signature **Date**

Department Head: _____

Dean: _____

President: _____

Business Office: _____