

## FOOD SERVICE POLICY

**Note: This form should be used when requesting food service from the University food service provider**

1. The Food Service form should be submitted 2 weeks in advance of the event. Food service will not be performed without an approved Food Service form.
2. Meals or refreshments will be provided for “all University” business as approved by the appropriate Dean or Vice President responsible for the area (examples might be, but are not limited to: Admissions recruiting, orientation meetings, registration, evaluation teams, graduation functions, etc.)
3. Expenses for luncheon or dinner meetings held in connection with University business or the entertaining of guest visiting the University on official business is allowable. Luncheon expenses of university employees are usually a personal responsibility; however, food service may be allowed when:
  - a. It is necessary to hold a luncheon meeting to carry out the business of the University or the business of a University committee.
  - b. A member of a search committee hosts a candidate for a position.
  - c. A department employee hosts a visiting lecturer, potential donor or other official guest to the University.

**Procedure for requesting Food Service:**

1. Contact the food service vendor directly at 837-8755 to place the order for the food/beverages for your event.
2. A Food Service form must be completed and submitted to the appropriate Dean or supervisor for signature 2 weeks in advance of the event.
3. The Dean or Vice President must approve the request and forward the signed form to the Director of Administrative Services. If approved, one copy will be returned to the individual. This will be the Food Service’s authorization to go ahead with the meals or refreshments.
4. After the event, Food Service will forward the invoice directly to Accounts Payable for payment. The individual will receive a copy of the invoice from the Food Service for their records. Problems should be directed to the Food Service Director within 48 hours of the event.

If the invoice exceeds the estimated amount (20% for amounts up to \$300.00 or 10% for amounts over \$300.00) additional approval is required by Accounts Payable from the Financial Manager.

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Requested by: \_\_\_\_\_ Location of Event (Building) \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Persons to Attend: \_\_\_\_\_

Event Description : \_\_\_\_\_

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Banner Org: \_\_\_\_\_ Estimated Cost \$: \_\_\_\_\_

Signature of Financial Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean or Vice President’s signature)

Budget Approval : \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Administrative Services)

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