

THIS AREA TO BE COMPLETED BY BUSINESS OFFICE	
REASON FOR DISAPPROVAL <input type="text"/>	<input type="checkbox"/> OTHER <input type="text"/>
<input type="checkbox"/> INSUFFICIENT FUNDS	<input type="checkbox"/> UNAUTHORIZED SIGNATURE
<input type="checkbox"/> NOT ALLOWED	<input type="checkbox"/> INSUFFICIENT DESCRIPTION

REQUEST FOR PURCHASE OF FOOD FOR UNIVERSITY STUDENTS USING UNIVERSITY FUNDS

DATE OF REQUEST _____

DATE OF EVENT _____

EST. START TIME OF EVENT _____

EST. END TIME OF EVENT _____

EST. TIME FOR FOOD DELIVERY _____

DEPARTMENT TO BE CHARGED:							
1.							
2.							
CHARTFIELDS OR SPEEDTYPE							
SPEEDTYPE	FUND	PROGRAM	CLASS	DEPARTMENT	PROJECT	ACCOUNT	AMOUNT
1.							
2.							

REQUESTING DEPARTMENT	REQUESTED BY: (NAME)	(REQUESTER PHONE #)
REQUESTER EMAIL ADDRESS	(REQUESTER BUILDING)	(ROOM NO.)

PLEASE EXPLAIN PURPOSE OF REQUEST (FACULTY, STUDENT, STAFF ETC) – EVENT TYPE & TYPE OF MEAL

# OF ATENDEES	# OF MEALS	COST PER MEAL	TOTAL COST

In accordance with O.C.G.A 50-5B-8, I as the Requestor, agree that this request is in align with the USG BPM 19.7 - [USG BPM Policy 19.8.1 Food for Students](#)

Institutional funds may be used to purchase food for students at sanctioned student events. Sanctioned student events include events and travel sponsored by recognized student groups, athletic team events and other campus events open to the general student body and designed to further the development and education of students.

Activity	Allowable Participants	Potential Funding Source(s)	Notes
Sanctioned Student Events (excluding athletic events)	<ul style="list-style-type: none"> • Students • Volunteers • Employees whose participation is required 	<ul style="list-style-type: none"> • Custodial Funds if authorized by fund agreement • Auxiliary Funds • Endowment funds where authorized by fund agreement • Grants or Contract Funds as authorized by fund provider • Student Activity Fees 	<ul style="list-style-type: none"> • See BPM Sections 19.8.1, 19.8.2, and 19.8.3 • Per diem limits apply
Athletic Events & Recruiting	<ul style="list-style-type: none"> • Students • Potential students & parents/guardians • Volunteers • Employees whose participation is required 	<ul style="list-style-type: none"> • Athletic Auxiliary Funds • Endowment funds where authorized by fund agreement • Student Athletic Fees 	<ul style="list-style-type: none"> • See BPM Sections 19.8.1, 19.8.2, and 19.8.3 • Per diem limits apply • Applicable athletic conference rules shall also be followed
Classroom & Academic Programs	<ul style="list-style-type: none"> • Students • Employees whose participation is required 	<ul style="list-style-type: none"> • Sales & Service Revenue • State appropriated funds for use only in for credit courses • Tuition & Fee Revenue 	<ul style="list-style-type: none"> • See BPM Sections 19.8.1 and 19.8.2
Student Recruiting Events	<ul style="list-style-type: none"> • Students • Potential students & parents/guardians • Volunteers • Employees whose participation is required 	<ul style="list-style-type: none"> • Auxiliary Funds • Student Activity Fees 	<ul style="list-style-type: none"> • See BPM Sections 19.8.1, 19.8.2, and 19.8.3 • Per diem limits apply

Volunteer Events	<ul style="list-style-type: none"> • Students • Volunteers • Employees whose participation is required 	<ul style="list-style-type: none"> • Non-appropriated funds, Custodial funds if allowed by fund agreement • Recognized "executive" program tuition revenue may be used to purchase food for volunteer events 	<ul style="list-style-type: none"> • See BPM Sections 19.8.2 and 19.8.3 • Per diem limits apply • Volunteer events with sole purpose of recognition or appreciation for past services may not be paid using any fund source except for Foundation funds
Safety Products	<ul style="list-style-type: none"> • Students • Volunteers • Employees at risk due to environmental or workplace conditions 	<ul style="list-style-type: none"> • Auxiliary funds • Sales and service revenue • State appropriated funds • Student Activity Fees • Tuition & Fee Revenue 	<ul style="list-style-type: none"> • See BPM Section 19.8.3 • Expenses should be paid using the departmental budget of the assigned employees
Educational or Business Meetings	<ul style="list-style-type: none"> • Students • Volunteers • Employees whose participation is required 	<ul style="list-style-type: none"> • Auxiliary funds • Sales and service revenue • State appropriated funds 	<ul style="list-style-type: none"> • See BPM Section 19.8.3 • Meeting must consist of predominantly non-employees • Per diem limits apply

APPROVAL SECTION:

REQUESTER: _____
DATE

AREA SUPERVISOR: _____
DATE

SSU BUDGET OFFICE: _____
DATE

SSU GRANT OFFICER: _____
DATE

SSU CBO: _____
DATE

NOTE:

All Approval Forms for Dining Services need to be submitted with supporting documentation. If supporting documentation is not submitted, an approval will not be issued and the Form will be returned to requester.

Forms of support documentation:

- Official invitation to the event
- Flyer created for the event
- List of invitees
- Customer Event Order Form