



draft

# FOOD / GROUP MEAL AUTHORIZATION REQUEST FORM

Date of Event: \_\_\_\_\_

Dept# \_\_\_\_\_

## Payment Type

- DPO + Approved Invoice: All catering vendors, hotels that provide catering & invoiced food purchase
- Purchasing Take Action Req + Approved Invoice: Catering events over \$4999
- CRF: Employee and Non-employee reimbursement with paid, itemized receipt and list of attendees
- P-Card: Must be expensed to an account that specifically permits this expenditure
- GT Foundation: Use the Foundation Check Request Process for entertainment events and activities that are not in compliance with Institute food/group meal policies

## Business Purpose

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

- | Category   | Funding Type                                      |
|--|---|
| <input type="checkbox"/> Sanctioned Student Event **   | <input type="checkbox"/> Agency Fund              |
| <input type="checkbox"/> Classroom / Academic Program / DLPE programs                        | <input type="checkbox"/> Dept Sales/Service       |
| <input type="checkbox"/> Educational / Business Meeting (primarily non-employees) * *        | <input type="checkbox"/> Student Activity         |
| <input type="checkbox"/> Student Recruiting Event * *  | <input type="checkbox"/> Auxilliary fund          |
| <input type="checkbox"/> Volunteer Event / Advisory Board / Mentor Programs **               | <input type="checkbox"/> Exec Masters             |
| <input type="checkbox"/> Emp Training Session / Dept Meeting (4+ hours & agenda)**           | <input type="checkbox"/> Foundation               |
| <input type="checkbox"/> Business Meeting for Guests, Students (may inc employees)**         | <input type="checkbox"/> Sponsored                |
| <input type="checkbox"/> Faculty / Staff Honors, Recognition and Award Events**              | <input type="checkbox"/> Appropriated & Tuition   |
| <input type="checkbox"/> Safety Products (Water, Hydration required by workplace conditions) | <input type="checkbox"/> Conference/Workshop fees |

See Business and Finance policy 5.2.1.9 for detailed policy regarding food/entertainment purchases

Sponsored funds can only be used where specifically allowed by sponsor

\*\* State of Georgia Meal Per Diems Limited to \$7/breakfast, \$9/lunch, \$20/dinner per person (including tax and tip)

Project \_\_\_\_\_

Project Description \_\_\_\_\_

## Participants

- Open event > 30 participants. Describe group \_\_\_\_\_
- Less than 30 participants. Attach list of participants

### Campus Unit Approval

"I certify that I have reviewed this expenditure and find it compliant with GT procurement policies & procedures. The payment is an appropriate expense to the fund source(s) identified and I hereby authorize payment."

Authorized Dept Approval \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Approver \_\_\_\_\_

Title \_\_\_\_\_