

Valdosta State University

Pre-Approval Food Purchase Request Form

*Use this form for **PRE-APPROVAL** of food purchases for employee group meals and student/non-employee meals.*

Name of Event: _____

Location of Event: _____

Event Date: _____ Begin Time: _____

Total number of people: _____ End Time: _____

Event Contact Person Name: _____ Phone: _____

Purpose and Justification of Event: Be descriptive and attach supporting documentation. *Flyer, email, written agenda and/or other documentation for event must be attached to this document. *(Please see BOR Business Procedures Manual Section 19.7.1)*

Account to be charged:						
Fund	Department ID	Program	Class	Account	Project ID	Amount
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Participant Name(s): *(Please attach additional sheets if needed)*

Check one: Employee Group Meal Student/Non-Employee Meal Open To All Students (Must attach sign-in list with payment processing.)

Requestor Phone Number Date

Budget Manager Signature/Department Head Date

Vice President for Area/College Date

Vice President for Finance and Administration *(required for Employee Group Meal)* Date