

**KSU Office of Finance & Accounting
Prior Approval for Food Purchases Form
Blanket Approvals**

(This form is to be used by departments with multiple student food purchases in a semester. Do not use this form for employee group meal events.)

This form must be completed & sent to compliance@kennesaw.edu at least 7 days prior to the beginning of the semester.

Department: _____ Speedchart # _____

*Semester: _____ Year: _____

Name of Event	Est. Number of Participants				Est. Cost of Food	Est. Per Diem	Purpose of Food	Anticipated Dates
	Students	Volunteers	Employees (Required to attend**)	Non-Employees				
1. _____	_____	_____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____	_____	_____	_____

***A new form must be submitted each semester. Please do not combine semesters.**

****Only employees required to attend as part of their job duties may partake of food purchased.**

Department Head Approval: _____ Date: _____

Employees with responsibility for administering institutional funds and employees authorizing reimbursement of purchases for this event should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.

Office of Finance & Accounting Approval: _____ Date: _____

INSTRUCTIONS & DOCUMENTS:

- You will be notified by email if your request has been approved. Please keep a copy of the approved form for submission.
- The completed & approved form (one for each different event) is to be attached along with all other required documentation to an ePro requisition, Purchasing Card Statement, or Journal Entry.
- Supporting documentation for the ePro requisition, P-card statement, or journal entry must include a flyer, agenda or email communication. You will need to attach a list of participants and signatures for events with less than fifty participants or if food is purchased at a restaurant or on a per person basis.
- The number of purchases indicated must include all purchases of food items for this event including payments by ePro, petty cash, P-Card, and journal entry.
- Determine the cost per person by taking the number of participants who attended divided into the total cost of the food for this event.

**** Allowable Per Diem Limits (cost per person/Cobb Co.): \$7.00 breakfast \$9.00 lunch \$20.00 dinner ****