

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

**This form must be completed & sent to [compliance@kennesaw.edu](mailto:compliance@kennesaw.edu) prior to event.**

**Name of Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Location of the Event:** \_\_\_\_\_

**Event Sponsor:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_  
(\*\*If Employee Group Meal, you must have President or designee approval.)

**# Of Participants:**

\_\_\_\_ Students    \_\_\_\_ Volunteers    \_\_\_\_ Employees (required to attend)    \_\_\_\_ Non-Employees

**Meal Type:**            Breakfast            Lunch            Dinner            Snacks/Refreshments

**Total Number of participants:** \_\_\_\_\_ **Total Food Cost:** \$ \_\_\_\_\_

**Total Number of purchases for this event:** \_\_\_\_\_ **Cost Per Person:** \$ \_\_\_\_\_

**Does this conform to the allowable per diem?** \_\_\_\_\_ \* (see below)

**Method of Payment:**            ePro            Petty Cash            P-Card            Journal Entry

**Funding Source of event:** \_\_\_\_\_  
(Please provide speedchart #)

**Briefly state the business purpose of having food at this event:**

**\*\* A flyer or an agenda for the event is typically required documentation with this form. \*\***  
**Failure to attach this documentation (if required) will slow down the approval process.**

**Signature of Employee**

**Responsible for this Event(s):** \_\_\_\_\_ **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:** \_\_\_\_\_

(Email form to [compliance@kennesaw.edu](mailto:compliance@kennesaw.edu) prior to event for approval and before President's Approval)

**Signature of President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signature of President is required for Employee Group Meals only. )

**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 submitted along with all other required documentation as part of an ePro requisition, Purchasing Card Statement, or Journal Entry.
- The number of purchases indicated must include all purchases of food items for this event including payments by ePro, petty cash, and 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. You may be asked to provide a list of participants for some events. (See below)
- Additional Required Documents may include: a) a flyer and/or agenda for the event; b) list of participants and signatures for events with less than fifty (50) participants or if food is purchased at a restaurant or on a per person basis; c) approval from the President

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