

## FOOD SERVICE / CATERING EXCEPTION AUTHORIZATION FORM

Use this form to request an exception to the Food Service/Catering policy if the event planned does not meet the criteria outlined in the policy. University funds may be used to purchase food services for university hosted meetings, receptions, conferences and meeting of campus sanctioned (sub) committees. The General Accounting Office of the State does not permit payment for departmental meetings or social entertainment such as office parties. This form requires **original signatures** of Department Supervisor and Divisional Vice President, and must be sent to the Accounts Payable Office.

Department Name: \_\_\_\_\_ Food Service/Catering Provider: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ ..[ ] Burkshire  
 Telephone #: \_\_\_\_\_ ..[ ] University Dining Services  
 Charge To: \_\_\_\_\_ ..[ ] Other \* \_\_\_\_\_  
 Estimated Cost: \_\_\_\_\_ Date of Function: \_\_\_\_\_  
 Type of Function: \_\_\_\_\_

\*

Food or catering service on campus costing more than \$100.00 must be provided by University Dining Services unless a food waiver is granted by University Dining Services. Please attach waiver if granted.

**Justification For Expenditure:** (Required) Must reflect University business:

The signatures below authorize the food service provider to bill the University for charges associated with this event:

|                           |   |
|---------------------------|---|
| Signature of Supervisor   | Signature of Vice President or designee |
| Type/Print Name and Title | Type/Print Name and Title               |

**IMPORTANT NOTICE:** If pre-approval for food service/catering services is not obtained, the individual contracting for the food service (or their department head) may be held personally liable for the expense.

Call Financial Services Help Line with any questions concerning the purchase of food or catering services.  
 410-704-5599