



Request For Food Purchase

Please read Policy 508 - Food Purchase Policy before event and completion of form.

Request Date: _____

Approval is requested for payment of food purchase for:

Guests:

Employee:

Non-Employee Group:

Meal:

Breakfast:

Lunch:

Dinner:

Other:

Guests: _____

University Personnel:

(list or attach names
of all employees
and students)

Event Date and Time: _____

Event Purpose: _____

Comments: _____

Make Payment of Reimbursement to: _____

Total Number in Group: _____

Approvals as required:

Requester

Departmental Chair/Director

Dean/Director

Vice President

President (only required if VP or direct report is
requesting or present)

FOAPAL INFORMATION	
COAS CODE:	_____
INDEX CODE:	_____
FUND CODE:	_____
ORGAN CODE:	_____
ACCT CODE:	_____
PROGRAM CODE:	_____
ACTIVITY CODE:	_____
AMOUNT: \$	_____

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NOTE: Receipt or vendor invoice must be attached prior to payment or reimbursement.