SAVANNAH STATE UNIVERSITY
Savannah, Georgia 31404

REQUEST FOR PURCHASE OF FOOD FOR ==UNIVERSITY EMPLOYEES== USING UNIVERSITY FUNDS

DATE OF REQUEST _____   DATE OF EVENT _____

EST. START TIME OF EVENT _____   EST. END TIME OF EVENT _____

EST. TIME FOR FOOD DELIVERY _____

DEPARTMENT TO BE CHARGED:
1.
2.

CHARTFIELDS OR SPEEDTYPE

SPEEDTYPE	FUND	PROGRAM	CLASS	DEPARTMENT	PROJECT	ACCOUNT	AMOUNT
1.							
2.							

REQUESTING DEPARTMENT	REQUESTED BY: (NAME)	(REQUESTER PHONE #)
REQUESTER EMAIL ADDRESS	(REQUESTER BUILDING)	(ROOM NO.)

PLEASE EXPLAIN PURPOSE OF REQUEST (FACULTY, STUDENT, STAFF ETC) – EVENT TYPE & TYPE OF MEAL

# OF ATENDEES	# OF MEALS	COST PER MEAL	TOTAL COST

In accordance with O.C.G.A 50-5B-8, I as the Requestor, agree that this request is in align with the USG BPM 19.7 - USG BPM Policy 19.7 Employee Group Meals

All boxes must be checked in order to move this request forward

☐ This group meal is held only to facilitate the effective and efficient operation of the departments involved

☐ This group meal is provided under the instances that the meeting will last at least four (4) hours

☐ This group meal will not be held at the start and/or end of a meeting, otherwise it is not eligible for payment under the USG BPM 19.7 policy

☐ The purchase of this group meal is approved by the head of the organization, or his/her designees, ==PRIOR== to the date of the event (for non-emergency situations)

APPROVAL SECTION:

REQUESTER: _____

DATE

AREA SUPERVISOR: _____

DATE

SSU BUDGET OFFICE: _____

DATE

SSU GRANT OFFICER: _____

DATE

SSU CBO: _____

DATE

NOTE:

All Approval Forms for Dining Services need to be submitted with supporting documentation. If supporting documentation is not submitted, an approval will not be issued and the Form will be returned to requester.
Forms of support documentation:
- ➢ **Official invitation to the event**
- ➢ **Flyer created for the event**
- ➢ **List of invitees**
- ➢ **Customer Event Order Form**