



Food Documentation Form

A copy of this form must be submitted with any P-Card purchase receipt, payment requests to Accounts Payable or Simple Journal.

This form is **not** required for events that are processed directly through the KSU Foundation.

All Employee Group Meal purchases **must** be approved by the President prior to purchase. A second food documentation form must be completed for *actual* number of attendees and food cost and attached to pre-approval package for invoice payment submission.

Event Name:	<input type="text"/>	Event Date:	<input type="text"/>
Location of the Event:	<input type="text"/>	Hours of Event:	<input type="text"/>
Department/Student Organization:	<input type="text"/>		

Business Purpose of this Event and the Intent for the Food Purchase:

Funding Source:

*An email approval from grants@kennesaw.edu must be included for all Grant Funded payment submissions.

Type of Activity

[Choose Activity Type]

Registration Fee Charged

Allowable Per Diem Limits
(select checkbox)

\$ 13.00 Breakfast	<input type="checkbox"/>
\$ 14.00 Lunch	<input type="checkbox"/>
\$ 23.00 Dinner	<input type="checkbox"/>
\$ 5.00 Snack*	<input type="checkbox"/>

*For students or conference events only

Number
of Days

Per Diem Limits

Estimated: Actual:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Allowable Per Diem Cost

Total Food Cost (excludes set up/delivery/service charge)

Cost to be covered by another funding source

	Number of Participants Estimated*	Actual*
KSU/Potential Students	<input type="text"/>	<input type="text"/>
KSU Employees (Required to Attend)	<input type="text"/>	<input type="text"/>
Non-Employees	<input type="text"/>	<input type="text"/>
Conference Attendees	<input type="text"/>	<input type="text"/>
Volunteers	<input type="text"/>	<input type="text"/>

Total Participants

*: Estimated & Actual totals required

Vendor Invoice Details

Food Cost

Tip

Set Up / Delivery / Service Charge

Sales Tax

Total on Invoice

<input type="text"/>	<input type="text"/>
5 Digit Speedchart #:	Account#

A completed and signed "Food Documentation Form" must be submitted with each P-Card purchase receipt, payment requests to Accounts Payable or Simple Journal along with the respective supporting documents:

- ☐ List of attendees, unless student event with greater than 50 attendees
- ☐ Flyers, agendas, invitations, and/or class schedules
- ☐ Registration Fee documentation (if applicable)
- ☐ Summary page for multiple meal purchases

Business Manager:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Signature	Print Name	Date Signed

Authorized Approver: (Signed KSU Guidelines for Food Purchases on File)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Signature	Print Name	Date Signed

I certify that the information provided above is accurate and follows the requirements set by the Board of Regents, State Accounting Office and KSU.

Date Signed:

President or President Designee's Signature:

The President or President Designee's signature is required for all Employee Group Meals and Alcoholic Purchases prior to the event. Refer to KSU's Drug and Alcohol Policy. The Financial Compliance department will manage the process of collecting this signature. Please submit all forms requiring presidential pre-approval via service.kennesaw.edu/ofs.

State and Other Funds	<p>Employee Group Meal required standards: (1) last 4+ hours, (2) be pre-approved by the President or President Designee, (3) include a formal written agenda with session times, (4) snacks and beginning/end of meeting meals are <u>unallowable</u>. USG BPM 19.7</p> <p>Meals purchased with State Funds are restricted to State Accounting Office Policies and USG BPM 19.8.</p> <p>Sponsored funds can only be used when specifically allowed by sponsor in writing.</p> <p>Financial Compliance pre-approval is required for Employee Group Meals and Fund 10xxx purchases.</p>	Per Diem Exceptions	<p>If a registration fee is charged and meals are included, per diem may be exceeded. Registration fee documentation must be included in backup documentation. (Fund 14xxx only)</p> <p>Meals purchased using Agency or Foundation Funds aren't restricted by meal per diem limits, but must be reasonable.</p> <p>Safety (water) may be purchased insofar these products are required by OSHA are necessary to prevent harm to an employee.</p>
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