



### Food Documentation Form

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

\*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\*\*

Event Name:

Event Date:

Location of the Event:

Hours of Event:

Department/Student Organization:

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

Number of Participants  
Estimated\* Actual\*

Funding Source:

Students

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

Type of Activity

KSU Employees (Required to Attend)

Non-Employees

Registration Fee Charged

Conference Attendees

Volunteers

\*: Estimated & Actual totals required

Allowable Per Diem Limits (place an "X" in box)	Number of Days	Per Diem x # Participants	Vendor Invoice Details	
			Food Cost	Tip
\$ 13.00 Breakfast				
\$ 14.00 Lunch				
\$ 23.00 Dinner				Set Up / Delivery
\$ 5.00 Snack (student only)				Total on Invoice
Allowable Per Diem Cost			Foundation Acct #	
Cost to be covered by another funding source			If a meal is not restricted by per diem type "exempt"	
Total Food Cost (exclude set up/delivery)			5 Digit Speedchart #:	Account# (auto populates)

A completed and signed "Food Documentation Form" will need to be submitted with each P-Card purchase receipt and/or submitted with payment requests to Accounts Payable 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

\*Please note that all dates below will auto-populate upon signature

Business Manager:

(As required by department)

Signature

Print Name

Date Signed

Authorized Approver:

(Dean, Dept Chair, Budget Manager, etc...)

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.

President's Signature:

Date Signed:

The President'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 compliance department will manage the process of collecting this signature. Please submit all forms requiring presidential approval via [service.kennesaw.edu/ofs](http://service.kennesaw.edu/ofs).