



# KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES  
Procurement and Payment Services

Last Updated 2/16/2024

## Food Purchases Reference Chart

Activity	Allowable Participants	Potential Funding Source(s)	Purchasing Method(s)	Documentation Requirements	Account Number	Policy References & Notes
<b>Sanctioned Student Events</b> Events sponsored by recognized student groups and other campus events open to the general student body and designed to further the development and education of students. <i>Examples: concert, variety show/event, performances, coffee hour</i>	<ul style="list-style-type: none"> <li>Students</li> <li>Volunteers</li> <li>Employees whose participation is required</li> </ul>	<ul style="list-style-type: none"> <li>Auxiliary Funds (12xxx)</li> <li>Student Activity Fees (13xxx)</li> <li>Sales and Service Revenue (14xxx)</li> <li>Foundation Funds** (20000)</li> <li>Grant Funds** (20000)</li> <li>Agency Funds** (60000)</li> </ul>	<b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>P-Card</b> (must follow transaction limits) <b>KSUF Blackbaud</b> <b>KSURSF</b> <b>KSUAA</b>	<ul style="list-style-type: none"> <li>Original receipts and/or invoice</li> <li>Food Documentation Form</li> <li>Agenda, flyer or email describing official event</li> <li>List of attendees</li> </ul>	727730	USG BPM Section 19.8  Per diem limits apply
<b>Classroom &amp; Academic Programs</b> Food that is an integral part of the instructional methodology (includes students and employees whose participation is required). <i>Examples: Food purchases for students in a food appreciation, cooking or foods and nutrition course, including a continuing education course.</i>	<ul style="list-style-type: none"> <li>Students</li> <li>Volunteers</li> <li>Employees whose participation is required</li> </ul>	<ul style="list-style-type: none"> <li>Sales and Service Revenue (14xxx)</li> <li>State Appropriated Funds for use <u>only in credit courses</u> (10000)</li> <li>Tuition &amp; Fee Revenue (10xxx)</li> </ul>	<b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>P-Card</b> (must follow transaction limits) <b>KSUF Blackbaud</b> <b>KSURSF</b> <b>KSUAA</b>	<ul style="list-style-type: none"> <li>Food Documentation Form</li> <li>Original Receipts and/or Invoice</li> <li>List of attendees</li> <li>Syllabus or course description</li> </ul>	727500	KSU Guidelines for Food Purchases  USG BPM Sections 19.8.1 and 19.8.2
<b>Student Recruiting Events</b> Food provided to potential students and their parent/guardians at events designed to encourage the student to attend the institution.	<ul style="list-style-type: none"> <li>Students</li> <li>Potential students &amp; parents/guardians</li> <li>Volunteers</li> <li>Employees whose participation is required</li> </ul>	<ul style="list-style-type: none"> <li>Auxiliary Funds (12xxx)</li> <li>Student Activity Fees (13000)</li> </ul>	<b>Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>P-Card</b> (must follow transaction limits) <b>KSUF Blackbaud</b> <b>KSURSF</b> <b>KSUAA</b>	<ul style="list-style-type: none"> <li>Food Documentation Form</li> <li>Original Receipts and/or Invoice</li> <li>List of attendees</li> </ul>	727720	USG BPM Sections 19.8.1, 19.8.2, and 19.8.3  Per diem limits apply
<b>Conferences &amp; Workshops</b> (includes conference & workshop participants-predominantly non-USG)	<ul style="list-style-type: none"> <li>Conference &amp; Workshop participants</li> </ul>	<ul style="list-style-type: none"> <li>Sales and Service Revenue (14xxx)</li> <li>Foundation Funds** (20000)</li> <li>Grant Funds** (20000)</li> </ul>	<b>(P) Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>KSUF Blackbaud</b> <b>KSURSF</b> <b>KSUAA</b>	<ul style="list-style-type: none"> <li>Food Documentation Form</li> <li>Original Receipts and/or Invoice</li> <li>List of attendees</li> <li>Registration fee documentation</li> <li>Summary page for multiple meal purchases</li> </ul>	727500	KSU Guidelines for Food Purchases  Per diem limits
<b>Employee Group Meals</b> Training workshops, staff/faculty meetings, emergency situation, etc. that continues during mealtime and employees are not permitted to leave the premises. <u>Standards per USG BPM Section 19.7 must be followed for allowability.</u> Pre-approval by Financial Compliance required.***	<ul style="list-style-type: none"> <li>Employees</li> <li>Non-employees whose participation is required</li> </ul>	<ul style="list-style-type: none"> <li>Auxiliary Funds (12xxx)</li> <li>Sales and Service Revenue (14xxx)</li> <li>State Appropriated Funds (10000)</li> <li>Student Activity Fees (13000)</li> <li>Tuition &amp; Fee Revenue (10xxx)</li> <li>Foundation Funds** (20000)</li> <li>Grant Funds** (20000)</li> </ul>	<b>(P) Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>KSUF Blackbaud</b> <b>KSURSF</b> <b>KSUAA</b>	<ul style="list-style-type: none"> <li>Pre-approved Food Documentation Form signed by President***</li> <li>Final Food Documentation Form with actual numbers</li> <li>Invoice</li> <li>Formal Agenda with timeline</li> <li>List of attendees</li> </ul>	727710	KSU Guidelines for Food Purchases  USG BPM Section 19.7  Per diem limits apply
<b>Educational or Business Meetings, Primarily Non-KSU/USG Employees</b> Meetings to conduct KSU business involving predominantly non-employees and the meal is an integral part of the meeting. Ex: SGA meeting, meetings held for particular educational purposes	<ul style="list-style-type: none"> <li>Students</li> <li>Volunteers</li> <li>Employees whose participation is required</li> </ul> <i>Note: Participants must be predominately non-employees.</i>	<ul style="list-style-type: none"> <li>Auxiliary Funds (12xxx)</li> <li>Sales and Service Revenue (14xxx)</li> <li>State Appropriated Funds (10000)</li> <li>Foundation Funds** (20000)</li> <li>Grant Funds** (20000)</li> </ul>	<b>(P) Payment Request</b> (up to \$2,499.99) <b>(P) Purchase Order*</b> (\$2,500+) <b>KSUF Blackbaud</b> <b>KSURSF</b> <b>KSUAA</b>	<ul style="list-style-type: none"> <li>Food Documentation Form</li> <li>Original Receipts and/or Invoice</li> <li>List of attendees</li> <li>Formal agenda, flyer or email describing the business purpose of meeting</li> </ul>	727720	USG BPM Section 19.8.3  Per diem limits apply

Activity	Allowable Participants	Potential Funding Source(s)	Purchasing Method(s)	Documentation Requirements	Account Number	Policy References & Notes
<b>Employee Meals while on Official Travel Status</b>	• Employees	<ul style="list-style-type: none"> <li>• Auxiliary Funds (12xxx)</li> <li>• Sales and Service Revenue (14xxx)</li> <li>• State Appropriated Funds (10000)</li> <li>• Student Activity Fees (13000)</li> <li>• Tuition &amp; Fee Revenue (10xxx)</li> </ul>	(P) Concur TMS (Employee)	Documentation per travel policy	641130 or 641230	Travel Policies  Per diem limits apply
<b>Business Entertainment Meals or Extraordinary Development</b> Retreats, stewardship, donor cultivation, receptions for professional milestone/achievement, faculty recruitment entertainment.	• Participants approved per agreement or Foundation	<ul style="list-style-type: none"> <li>• Foundation Funds** (20000)</li> <li>• Grant Funds** (20000)</li> </ul>	(P) KSUF Blackbaud KSURSF  <i>KSU Payment Processes not allowed.</i>	Documentation per Foundation or KSURSF policy		USG BPM Section 19.8  KSU Foundation Expenditure Guideline
<b>Volunteer Events</b> Food for volunteers in those instances where a quid pro quo relationship exists. Includes advisory board, mentor programs, students, volunteers and employee whose participation is required. <i>Volunteer events with sole purpose of recognition or appreciation for past services may not be paid using any fund source except for Foundation funds.</i>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Volunteers</li> <li>• Employees whose participation is required</li> </ul>	<ul style="list-style-type: none"> <li>• Auxiliary Funds (12xxx)</li> <li>• Student Activity Fees (13000)</li> <li>• Recognized "executive" program tuition revenue may be used to purchase food for volunteer events (10500)</li> <li>• Foundation Funds** (20000)</li> <li>• Grant Funds** (20000)</li> <li>• Agency Funds** (60000)</li> </ul>	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> <li>• Original receipts and/or invoice</li> <li>• Food Documentation Form</li> <li>• Formal Agenda or email with timeline describing the official event</li> <li>• List of attendees</li> </ul>	727720	USG BPM Section 19.8.2 and 19.8.3
<b>Contract/Performer Hospitality</b> Events that provide food for performers as required per the terms of a contract agreed upon by KSU. The event must be in conjunction with a sponsored KSU event.	• Participants per agreement	<ul style="list-style-type: none"> <li>• Student Activity Fees (13000)</li> <li>• Sales and Service Revenue (14xxx)</li> <li>• Agency Funds** (60000)</li> <li>• Grant Funds** (20000)</li> <li>• Foundation Funds** (20000)</li> </ul>	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> <li>• Signed contract agreement</li> <li>• Invoice</li> <li>• Agenda or flyer describing the official event</li> </ul>	727720	USG BPM Section 24.3
<b>Safety</b> Water or other hydration products may be purchased insofar as these products are required by OSHA or are necessary to prevent serious harm to an employee.	<ul style="list-style-type: none"> <li>• Students</li> <li>• Volunteers</li> <li>• Employees at risk due to environmental or workplace conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Auxiliary Funds (12xxx)</li> <li>• Sales and Service Revenue (14xxx)</li> <li>• State Appropriated Funds (10000)</li> <li>• Student Activity Fees (13000)</li> <li>• Tuition &amp; Fee Revenue (10xxx)</li> </ul>	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> <li>• Original receipts and/or invoice</li> <li>• Description of business purpose</li> </ul>	714100	USG BPM Section 19.8  When purchase relates to employees, expenses should be paid using the dept budget of assigned employee.

\*Purchase order must be issued prior to purchase/commitment.

\*\*Allowability is dependent on Grant, fund, donor or program agreement.

\*\*\*Pre-approval and President's signature is obtained by submitting a ServiceNow ticket to Financial Compliance.

Contact Financial Compliance via ServiceNow for any questions or request for review and approval.