



# PRE-APPROVAL FORM FOR SERVING MEALS AND REFRESHMENTS

Name of Event: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_ Place of Event: \_\_\_\_\_

Index: \_\_\_\_\_ Approximate Number Attending: \_\_\_\_\_

Contact Person Name & Phone: \_\_\_\_\_

The following table represents the variety of activities where meals and/or refreshments may be served.  
**If your event does not fit within one of the categories listed below please contact Accounts Payable to see if food is allowable.**

**PLEASE CHECK ONE OF THE FOLLOWING EVENTS WHERE YOU PLAN TO SERVE FOOD:**

Check One	Event (see policy 3.10.10 for event definitions)	Meals	Refreshments	Required Documentation
	Training events over 2 hours	Not allowed	28611	agenda, list of attendees
	Departmental retreat	28611	28611	agenda, list of attendees
	Employee working meal	28611	Not allowed	agenda, list of attendees
	Hosting – official guests	28612	28612	list of attendees
	Hosting – dignitaries or donors	28613	28613	list of attendees
	Advisory board meeting	28612	28612	agenda, list of attendees
	Focus group session costs	Not allowed	28612	agenda, list of attendees
	Appreciation event for students and volunteers	28613	28613	list of attendees
	Prospective student recruitment	28613	28613	list of attendees or announcement
	Student sponsored events	28613	28613	list of attendees or announcement
	Student group meetings	Not allowed	28613	agenda, list of attendees
	University sponsored conference or workshop	28603	28604	agenda, list of attendees
	Athletics – pre-season/game day	20300	20300	documentation held in Athletics
	Athletics – banquets and retreats	28613	28613	documentation held in Athletics
	Athletics – hosting	28612	Not allowed	documentation held in Athletics
	Board of Trustees – formal meeting	28611	28611	agenda, list of attendees
	Board of Trustees – retreat	28611	28611	agenda, list of attendees
	Board of Trustees – training	28611	28611	agenda, list of attendees

**Definitions** - see policy 3.10.10 Hospitality, Entertainment, Meals, and Refreshments for more definitions

**Meals:** Food and beverages provided at breakfast, lunch, or dinner. It does not include alcoholic beverages.

**Light Refreshments:** Beverages such as coffee, tea, water, juice and soda. Food items such as fruit, cookies, pastries and chips etc. are also considered refreshments when not served as part of a meal.

BY MY SIGNATURE, I CERTIFY THAT THIS EVENT MEETS THE EOU GUIDELINES ACCORDING TO POLICY 3.10.10 HOSPITALITY, ENTERTAINMENT, MEALS, AND REFRESHMENTS; I APPROVE THE SERVICE OF MEALS OR REFRESHMENTS; I UNDERSTAND I MAY BE HELD PERSONALLY LIABLE FOR REPAYMENT OF FUNDS; AND I WILL KEEP A SEPARATE AUDIT FILE FOR THIS FORM AND RELATED SUPPORTING DOCUMENTS WITH ESTIMATED COSTS.

\_\_\_\_\_  
Signature of Authorized VP or Designee

\_\_\_\_\_  
Date