

Programmatic Food Expense Justification Form

(Required for All Food Purchases Using College Funds)

Section 1: Event Information

Event Title: _____

Date of Event: _____ Time: _____ Location: _____

Sponsoring Department/Program: _____

FOAP: _____

Section 2: Purpose of Event

Briefly describe the purpose of the event and how it supports student success, engagement, equity, or completion:

Section 3: Attendee Information *(At least 75% of attendees must be students for food to be allowable)*

Estimated # of Students: _____ Estimated # of Employees: _____

Estimated # of Community Members (if any): _____

Section 3B: Employee Roster & Roles

All employees listed must have a defined role that supports the student-centered purpose of the event. Passive attendance (e.g., "just stopping by") does not justify food participation.

Attach a separate sheet if needed.

Employee Name	Department	Role/Responsibility at Event

Section 4: Food Details

Type of Food Provided (e.g., snacks, lunch boxes):

_____ Requisition # _____

Estimated Total Food Cost: \$ _____ Vendor/Provider: _____

Type of Food Provided (e.g., snacks, lunch boxes):

_____ Requisition # _____

Estimated Total Food Cost: \$ _____ Vendor/Provider: _____

Type of Food Provided (e.g., snacks, lunch boxes):

_____ Requisition # _____

Estimated Total Food Cost: \$ _____ Vendor/Provider: _____

Section 5: Allowability Confirmation

- ☐ The event is primarily student-focused
- ☐ Food is modest and not the primary draw of the event
- ☐ The funding source allows food purchases
- ☐ All documentation (flyers, agenda, quotes), along with this form, will be uploaded to OnBase
- ☐ Staff participation in food is incidental and not the intent of the expense

Section 6: Approvals

Submitted by (Print Name): _____

Title: _____ Date: _____

Department Dean/Director Approval (Required):

Signature: _____ Date: _____

Fiscal Services Review (Required):

Fiscal Representative Signature: _____ Date: _____