

Official Functions Approval

Food & Miscellaneous Expense Form

Official function events may be attended by University employees, students and/or guests for the primary purpose of conducting university business. Employee attendance is strictly limited to those who are essential to the purpose. These events and all related expenses must be approved in accordance with UCA Board Policy 601.

Purchases: University employees should utilize proper procurement options using the approved purchase methods as described in the University procurement policy for P-cards and purchase orders.

This form serves as a standing authorization to purchase food and miscellaneous items such as disposable table ware, plates, utensils, napkins, cups, etc. from date of signature until further notice in writing from the Department Head.

Items will be used for the following: (Please check all that apply)

Staff Development

University Advancement

Activities of the Board of Trustees in fulfilling its responsibilities

Faculty and/or Student Recruitment

Faculty and/or Student Orientation

Student Training/Development

Department: _____ Date: _____

Requestor _____
Printed Name *Signature*

Department Head: _____
Printed Name *Signature*

Chief of Staff/Provost/VP/President: _____
Printed Name

Chief of Staff/Provost/VP/President: _____
Signature

Send completed form to the UCA Purchasing Department
2125 College Avenue, Suite 2 or Email purchasing@uca.edu