FOOD PURCHASE PRE-APPROVAL FORM  
(required for reimbursement)  
(TCTC Procedure 7-3-1010-2)  

Approval is requested to purchase food for the following official College business purpose:

NOTE: The College PCard may NOT be used to purchase meals for state employees at any time or under any circumstances.

☐ Award/recognition ceremony

☐ College-wide event:
   — College-sanctioned activity that benefits entire campus, i.e. support instruction, research, promotional, marketing, economic development, or institutional advancement (including fundraising)
   — Faculty/staff appreciation, orientation, graduation
   — Special function outside the “normal” daily activity of the College (speaker, lecture, conference, convocation, etc.)

☐ Employee award to recognize/reward innovation or improvements, or employee development activity that enhances quality of work or productivity

☐ Interview with applicant (and spouse) by official College host

☐ Meeting with:
   — Business leaders outside the College for the purpose of student interaction, and/or future contributions to programs
   — Colleagues from other universities/colleges to discuss instruction, public service, joint endeavors, and administrative functions

☐ Faculty/Staff function that includes others from outside the College, e.g. Advisory Committee meeting, work session with College student leaders, etc.

☐ Business development meeting with external clients.

☐ Employee professional development training session, workshop, or meeting (may or may not include designated non-College individuals such as consultants and other guests providing a direct service or benefit to the College)

☐ Student enrichment activity – Use of the PCard IS permitted for meals for students and non-state employee chaperones while on travel status. (See Procedure 7-3-1010.2 for guidelines.)

Name and description of event for which food is requested:

Date / beginning & ending time:

Location:  ☐ On campus  ☐ Off campus
Food provided by:  ☐ College Café  ☐ Outside vendor  ____________________________  Vendor Name
Attendees (attach separate sheet if necessary):

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requestor: ________________________________  
Contact Info: ________________________________  
Account to be Charged: ________________________________

APPROVED  □ Yes  □ No

Department Head /Manager  ________________________________  
Division Dean/Director  ________________________________  
Division Vice President  ________________________________