

# Northeastern State University

## Food Purchase Documentation Form

*In general, '020' and '021' accounts and Grant accounts may not purchase food items except to support lab or classroom functions or when documented Grant stipulations indicate food purchases are appropriate*

*Food purchases by other University accounts require documentation of the public purpose served by the purchase and must be signed by the appropriate Account Sponsor.*

---

Name of Event

---

Date of Event

Recruiting Meals

Business Meals

Working Meals

Student Meals

Retirement Function

Recognition Function

Meeting, Retreat, or Seminar

Business Development

Special Event

Sponsored Program

Estimated number of public in attendance: \_\_\_\_\_

Estimated number of employees in attendance: \_\_\_\_\_

Estimated number of students in attendance: \_\_\_\_\_

Estimated total attendance: \_\_\_\_\_

Copy of a program, flyer, advertisement, or online information describing the event is attached.

---

Account Number

---

P. O. Number

---

Account Sponsor Printed Name

---

Account Sponsor Signature

---

Appropriate V.P., President, or Designee

---

Date