

Staff

Appreciation Meals 6499-F1

- No Agenda
- Itemized Receipt/Note # of Attendees
- **\$20** pp Max/Excludes delivery fee
- 2x per year-Max \$40 per year
- Includes Appreciation Item

Snacks 6399-F1

- Itemized Receipt
- No Agenda/No Sign-In
- Such as Donuts, Candy, Chips etc.
- Within reason/how often

Food for Meetings

6499-F1 Catered/6399-F1 Non-Catered

- Itemized Receipt
- Agenda Required/List of Attendees
- \$20 pp max/excludes delivery fee
- Within reason on how often

Student

Group Meals

- Itemized Receipt
- Attach List of attendees
- **\$12** per student

Cash Disbursement for Meals

- Students must Sign Out for Cash. Attach list/signatures
- **\$12** per student

Meals for Awards (6498)

- Itemized Receipt/List # of Students
- **\$12** per student

Note: Must indicate type of event/group in vendor sourcing (REQ) or charge description (PCARD).