

# Staff

## Appreciation Meals

- No Agenda
- Itemized Receipt/List # of attendees
- \$15 pp max/excludes delivery fee
- 2x per year

## Snacks (6399-F1)

- Itemized Receipt
- No Agenda/No Sign-In
- Such as donuts, drinks, etc.
- Within reason/how often

## Food for Meetings

6499-F1 catered/6399-F1 non-catered

- itemized Receipt
- Agenda Required/Attendees
- \$15 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).**