

Staff

Appreciation Meals

- No Agenda/No Sign-In
- Receipt Only
- \$11 per person maximum
- 2x per year

Snacks

- Receipt Only
- No Agenda/No Sign-In
- Such as donuts, drinks, etc.

Food for Meetings

- Receipt Required
- Agenda Required

Student

Group Meals

- Receipt Only

Cash Disbursement for Meals

- Students must Sign Out for Cash

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