

Arkansas State University Request for Food Purchase

PCard/TCard

Date Submitted: _____

Requisition #: _____

This form is to be used for food purchases for on or off campus events not provided by Sodexo, Inc., our Dining Services vendor. This form is not required when food purchases are paid for by A-State Foundation or Student Agency Funds unless event takes place in a building requiring use of Sodexo.

The Food Purchase procedure document details the steps that are required. **Sodexo, Inc., must approve this form before purchase.** If this form is not approved by Sodexo, Inc., payment will not be made to the vendor. Complete this form and email to Sodexo, Inc. at crjohnso@astate.edu, if required. A copy of the signed form must be submitted at the time the requisition is submitted to Procurement Services via email to procurement@astate.edu.

See Food Purchase Requests Procedures for more information.

On Campus Event

Off Campus Event

Requesting Department: _____ Phone: _____

Submitted by: _____ Email: _____

Fund-Orgn-Prog: _____

Event Name: _____ Event Purpose: _____

Event Date: _____ Event Location: _____

Number of Attendees: _____

List Attendee Names:

If event purpose is defined as an Official Function, per Operating Procedure 05-09, provide justification for how the event will benefit the University:

Additional Considerations:

Departmental Signatures:

Dean/Dept Head

Date

VC or Designee

Date

***See Food Purchase Requests Procedures for events that require Sodexo's signature.**

Approve

Sodexo, Inc Approval - By signing below, I agree Sodexo, Inc., cannot provide food for this event.

Disapprove

Sodexo, Inc Representative

Date