

Authorization Request for Food Purchases Form

PURCHASING CARD NUMBER (last four digits only): _ _ _ _

ACCOUNT NUMBER _ - _ _ _ _ _ (This is the account number to which the food purchases will be charged to.)

Cardholder Name _____

Department _____

Note: Food Purchases may be allowable for certain limited University business purposes and only after final approval by the Associate Vice President for Business and Auxiliary Services. A clear University purpose for incurring food purchases must be documented in writing and provided to the Purchasing Department and then must be approved by the Purchasing Director, Director of University Budgets and Associate Vice President for Business and Auxiliary Services. Food may NOT be purchased for travel meals (except as allowed by the Athletic Team Travel Card Policy) or for personal use of employees.

Justification for Food Purchases Request _____

Approvals:

Business Administrator (recommending)	Date:
Purchasing Director	Date:
Director, University Budgets	Date:
Associate VP Business and Auxiliary Services (final approval)	Date:

RETURN TO: Purchasing Card Administrator, Purchasing Department, 3401 N. Tillotson Ave., Muncie, IN 47306