

FOOD FORMS NEEDED - reimbursement from Student Org FOAP

If using University Catering, none of these forms are needed.

EVENTS WHERE THE FOOD FORMS ARE NECESSARY IF YOU ARE ANTICIPATING BEING REIMBURSED FROM A BALL STATE ACCOUNT			
Events	Food Authorization Form	University Dining/ Catering Waiver	EHS Temp Event Food Service Form
On-Campus - Org Members Only	Yes	No	No
Off-Campus - Org Members Only	Yes	No	No
On-Campus - Open to all students & org members	Yes	Yes	Yes
Off-Campus - Open to all students & org members	Yes	No	No
On-Campus - scramble light/tabling pre-packaged, store-bought goods	Yes	Yes	No
On-Campus - scramble light/tabling wrapped candy	Yes	No	No
On-Campus - Food Trucks	Yes	Yes	Yes if open to public
On-Campus - Bake Sale - pre-packaged, store-bought goods: NO HOME BAKED GOODS ALLOWED	Yes	Yes	No
On-Campus - If an organization is affiliated with International Programs, and is using the Yuhas Room in the Student Center for their food event	Yes	No	No
For all On-Campus events funded by Student Organization Funds (SOF) , where a food expense is being reimbursed from an SOF account. Events funded through SOF must be open to and advertised to all students	Yes	Yes	Yes

All three of these Food Forms can be found at www.bsu.edu/studentorganizations on the FORMS tab.

The University Dining/Catering Waiver Form must be completed and submitted to dining@bsu.edu for signature.

The Temporary Event Food Service Form must be completed and submitted to baclidence@bsu.edu for signature.

Completed/signed Food Forms must be submitted along with the itemized receipt in order for a reimbursement to be processed.