

Staff

Appreciation Meals

- No Agenda
 - Itemized Receipt/List # of Attendees
 - \$20 pp Max/Excludes Delivery Fee
 - 2x per year-Max \$40 per year
- Includes Appreciation Item

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
- \$20 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).