



FOOD EXPENSE APPROVAL

Campus: _____

Function Date: _____

Function/Purpose/Benefit to Palmetto College:

Policy Reference: BUSA 7.05 _____

Other: _____

Source of Funds (Use PeopleSoft GL string on Expense Reports)

| Operating Unit | Department | Fund |
|----------------|------------|------|
| | | |

Estimated \$ Amount: _____ *Not to exceed*

Participants

OVER 25 PEOPLE – Include list of names & keep a description of invitees on file in Dept. for auditing purposes

LESS THAN 25 PEOPLE – List individual names here

Initiated by: _____ Date _____

Approved: _____ Date _____
Campus Dean/Dept. Head

Approved: _____ Date _____
Michele Lee, PC Finance

Approved: _____ Date _____
Susan Elkins, Chancellor

Please return this form to: _____ at _____
Email or Fax Number