

FOOD EXPENSE APPROVAL PALMETTO COLLEGE CAMPUSES

Campus: _____

Function/Purpose/Benefit to Palmetto College:	<u>CITE</u> <u>BUSA 7.05</u> <u>Policy</u> Reference	Participants (List individual names if less than 25) (If more than 25, check box indicating description of invitees on file) <small>*See below statement</small>	Function Date	Source of Funds (Use PeopleSoft GL string on Expense Reports)	Estimated \$ Amount Not to Exceed

*PLEASE CHECK APPROPRIATE STATEMENT:

OVER 25 PEOPLE – LIST OF NAMES & DESCRIPTION OF INVITEES ON FILE IN DEPARTMENT FOR AUDITING PURPOSES.

LESS THAN 25 PEOPLE – LIST OF INDIVIDUAL NAMES ATTACHED.

Initiated by: _____
Date

Approved: _____
Campus Dean/Dept. Head Date

Approved: _____
Janis Hoffman, PC Business & Finance Date

Approved: _____
Susan Elkins, Chancellor Date

Please return this form to: _____ @ _____