

# Tarleton State University

## Request to Purchase Food Associated with Official Occasions and Entertainment

(Original receipt or invoice must be attached.)

**Date of Event** \_\_\_\_\_ **Amount** \_\_\_\_\_  
(including gratuity)  
(\$ limits may apply)

**Payable to** \_\_\_\_\_  
(individual or establishment)

**Location of Event** \_\_\_\_\_

**Purpose of Event** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attendees** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alcohol Statement\*** \_\_\_\_\_  
\_\_\_\_\_

**Acct to be Charged** \_\_\_\_\_  
(six digit - local account only)

**Approval Requested** \_\_\_\_\_ **1. Authority Approval** \_\_\_\_\_  
signature signature required  
\_\_\_\_\_  
title Controller

1. Allowable expenses for food or entertainment must be deemed appropriate in the best judgement of the approving authority (dept. head, dean, vice-president/executive director, and/or president), be cost effective and serve a clear TSU business purpose.

\*Alcohol statement - states that alcohol was or was not purchased or consumed