

**Division of Academic and Student Affairs**  
**Pre - Authorization for Food/M meal Purchases**  
**Required for Student Employee Training**

Food may be purchased for student employees when the food is incidental to a required training session that is a minimum of six (6) hours in one day. One meal is allowed per six(6) hour training session.

Cost per student employee must not exceed per diem rates: Breakfast \$10.60, Lunch \$14.00, Dinner \$24.40

**Training Details**

Department Name \_\_\_\_\_ Requested by \_\_\_\_\_ Email \_\_\_\_\_

Describe purpose of required training \_\_\_\_\_

Date (Day 1) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Hours  ☐ Breakfast ☐ Lunch ☐ Dinner

Date (Day 2) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Hours  ☐ Breakfast ☐ Lunch ☐ Dinner

Date (Day 3) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Hours  ☐ Breakfast ☐ Lunch ☐ Dinner

If more than three days attach a separate sheet

Estimated # of Student Employees:  Estimated # of Permanent Staff  Total # of attendees

Estimated Total Cost  Project (and phase if applicable) to be charged \_\_\_\_\_

How will the food purchase be paid for? ☐ Purchase card Charge ☐ IDT/Dining ☐ Voucher ☐ Marketplace  
Check all that apply

Where will the food be purchased? \_\_\_\_\_

**Approval**

Requestor is responsible for:

- >Attaching a detailed agenda/training schedule
- > Acquiring Director level approval
- > Forwarding to the DASA Finance office.

DASA Finance will review and submit for approval from Associate Vice Chancellor/Vice Chancellor/Dean and will send copy of approved form to requestor. No food should be purchased until approved copy is received.

**Director**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**DASA Finance Office**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Associate Vice Chancellor/Vice Chancellor/Dean**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**For Business Office Use**

☐ Revenue moved to Student worker training food project Date  JV #