

Pittsburg State University
Detail for Official Hospitality/Food

PSU policy states:

"All expenditures for food or official hospitality must be justified and determined appropriate in fulfilling an objective or goal which bears a valid relationship to the mission of the university."

Function: _____

Location: _____ Date: _____

Fund # _____ Unit # _____

Order # or Cardholder's Name: _____

Vendor Name: _____ Amount Requested: _____

Mark One:

- Food/beverages are supporting an official business setting (conference, workshop, training session) and are an essential/important ingredient for success, not merely a hospitality enhancement. Justification required below.
- Food/beverages are supported by student fees designated for the purpose of administering various student programs. Justification required below.
- Food/beverages are supported by fees collected from the participants (conference registration fee, banquet fee, etc.). Justification required below and must include PSU Receipt No. & Date.
- Food/beverages are an approved expenditure from grant funding. Grant agency approval attached. Justification on how this relates to grant funding required below.
- Official Hospitality – Food/beverages, Non-food official gifts and favors, official entertainment or directly related miscellaneous expenses provided to official guests or provided for an official function. Justification required below.

Justification: _____

Official Hosts sponsoring event/gathering: _____

PSU attendees: _____

Non-PSU Guests in attendance: _____

Attach separate page listing attendees if space not available.

The authorized signature below certifies that in connection with the requested payment for food/beverages:

- Food/beverages were not provided in a largely social unstructured setting, such as a reception, party, or gathering with no clear official business purpose.
- Food/beverages were not provided as incidental to a normal meeting on which the success of the meeting did not depend. (Staff meetings, committee meetings, etc.)
- No state employees receiving meals have or will claim subsistence.

Contact Name & Ext.

Authorized Signature of Unit

Business Office Use ONLY

Approval _____ Date _____