



## FOOD EXPENSE APPROVAL

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**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