

Thank you for your Order!

Please make sure that you have provided the following so that we can process your order in time.

If this is an order for a **formal staff training or workshop lasting at least two hours or OSU employee working meals:** (Account code 28611) attendance must be required, and business conducted during the meal period as documented in the meeting agenda. Please note that per OSU policy use of the employee working meal option by a department must be infrequent.

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| Please provide with department charge form: | List of Attendees |
| | Meeting or Formal Workshop/Training Agenda |

If this is an order for an **event hosting groups (non OSU employees) and official guests or refreshments for seminars open to the University and public or refreshments for formal focus group working sessions** (account code 28612).

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| Please provide with department charge form: | How event was advertised (Open to Public Events) |
| | Estimate of how many attendees, if list not available. |

* If all documentation is not provided at time of order, it may not be approved.
Thank you for filling out this request completely.

DEPARTMENTAL CHARGE WORKSHEET:

Form must be filled out completely and submitted for approval PRIOR to catered event.

To assist you with understanding the OSU policy regarding food and refreshments, the following summary information is provided. Please check with your business manager for specific guidelines related to your source of funding. Simply because the MU Retail Foods location accepts your order and agrees to process the charge by journal voucher does not automatically guarantee the charge will be allowed. If disapproved, another method of payment is required.

University funds (including an index that begins with FSxxxx) cannot be used to pay for employee meals/ refreshments for regularly scheduled departmental meetings OR for food/beverages during for-credit classes. If event does not meet requirement, your business center must authorize charge with a written formal exception.

Food and refreshments may be allowable to be charged on University Index for the following:

Please choose the correct account code:

- 28611** Formal staff training or workshop lasting at least two hours or OSU employee working meals: attendance is required, and business conducted during the meal period as documented in the meeting agenda. Use of the employee working meal option by a department must be infrequent.
- 28612** Hosting Groups (non OSU employees) and official guests or refreshments for seminars open to the University and public or refreshments for formal focus group working sessions.

REQUIRED DOCUMENTATION:

OSU INDEX

Account Code

Activity
Code

Department (Please spell out)

Contact Name

Contact Phone #

Attendees: OSU Employees

Names

Attendees: Guests (Non-OSU)

Names

Food Items Purchased:

Location of Event

Detailed Description of why food is appropriate for this event, and how event meets OSU policy for meals and refreshments paid for with a University index:

Customer:

Prior to submitting this order, please make sure that you have included all the required back up-documentation to meet OSU policy criteria for the appropriate account code for your catered event.

Cashier, please staple receipt to this form, once approved and processed.