Missouri State UNIVERSITY

Procurement Card Food Hosting Form

This form needs to be emailed in to IsaacBalasundaram@MissouriState.edu prior to the event!

Kindly confirm the following:

☐ Alcohol will **NOT** be charged to the P-Card.

☐ This transaction is in compliance with the university's **Procurement Card Policy** and **Fiscal Policy**.

Cardholder name: ______________ **Department name:** ______________

Business purpose of the event:

____

Vendor name: ______________ **Date of event:** ______________ **Amount:** ______________

Location of event: ______________

Note: If the event is on-campus and above $200 you will need to either go through **Chartwells Catering** or obtain a waiver from them. Kindly contact Teri Trickey, Chartwells Catering Director at TeriTrickey@MissouriState.edu.

List of Attendees:

(A list of attendees can be emailed separately in a word/excel document)

Name	Faculty/Staff	Student	Non-University