

FOOD CARD REQUEST INSTRUCTIONS

RESTAURANTS & CATERING ONLY

Do not use the food card for grocery stores, box stores or Aramark.

1. Signer Information

- Requestor: Name & Email of person requesting to pick up the food card.
- Department Chair/Director: Add this person's name & email so they are aware of the request.
 - If the Chair/Director is making the request, put your own name in this space.

2. Complete all information on the power form.

- You may tip up to 20% of the food costs and pay for delivery. Those amounts should be calculated in the amount requested.

3. There is a space to mark if you are requesting that the Dean's office fund the purchase or if you will be paying from a department account. If the department is paying, you must provide the ORG number to charge.

4. If the request is approved by the Dean.

- Audrey Harmon (Dean's AA) will automatically receive a copy of the approved request.
- Contact Audrey **a few days before the card is needed** to schedule a pickup time.
- Michele Hudson and Teresa New are backups if Audrey is away from the office.

Card Pick-up process

- May pick up no earlier than 1 business day before the event.
- Person receiving the card signs on the form that it was received.
- The person issuing the card will mark the date/time on the form and keep it on file in the Dean's office.

Card Return process

- The card must be returned (within 1 business day after the event).
- Person receiving the card will mark the date/time on the form, check off that no taxes were charged, and that the required items (detailed receipt and [Expense Substantiation Form](#)) are submitted.
- Food Card Request Form and documentation are kept on file in the Dean's office.
- The Dean's office submits copies of all items to procard office with end of month statements.

FOOD PURCHASE RULES TO REMEMBER

- DO NOT use the food card for grocery store or box store purchases (i.e. Walmart, Kroger Aldi, Costco etc.)

- The card must be used by the person it is issued to on the request form.

- To provide food for staff at meetings/events requires the student vs. staff ratio to be at least 2:1. You will need a list of names of all attendees for groups with 25 or fewer people.

- Make sure all purchases are tax exempt. Some vendors will require a [Tax Exempt Form](#). It is the responsibility of the person placing the order to complete and submit this form.

- Submit an [Expense Substantiation Form](#) with your receipt.

- Catering from Aramark does not require the use of a Food Card.
They will direct bill the ORG provided when order is placed. Just an email pre-approval from the Dean and a Food Substantiation form is required. Keep those on file in your office with the Aramark invoice.