Food Expense Requisition Reminders
September 17, 2019

1. Enter your requisitions for food expenses as soon as possible. Ideally as soon as you are aware that food is to be served at your event.

2. **All food expense requisitions must have an approved Meeting Expense Authorization Form attached.** The approvals must include the signatures of the meeting chairperson and the appropriate cabinet level executive administrator.

3. Whenever possible, combine recurring meetings on a single requisition. Submit a single requisition for all the program dates you are aware of. A single requisition may be entered for the entire school year.

   CSP with both Saturday & Adult Education programs (Bennett, Lafayette, South Park, & East), should submit a requisition for Saturday and another for the evening program.

4. One requisition per delivery location.

5. The general commodity code for food at meetings is **098** if the attendees include non-staff. Use 097 if the food is for staff only.

6. As always a name and complete phone number is required under delivery reference.

7. The line detail:
   - Quantity = 1
   - Description = **Meals or Refreshments** (select one) to be served on {insert date(s)} at {meeting/event name} to {students, staff, and parents or whichever applies} at {location} *(estimated number of meals, type of meal, time of meeting, and anticipated attendance counts are not required in the line detail description but if it helps you, you may include)*
   - Unit Cost = total cost of the meals or refreshments

   **DO NOT enter each menu item ordered.**

   **DO NOT enter a separate line for “cafeteria hours” or food service staff labor.**

8. You may use 1 line per month or 1 line per event. CSP programs should enter a single line listing all scheduled dates for the entire school year.

9. **Do not enter individual menu items.** Identify those on your catering order form.