

**Official Hospitality/Food Justification Form  
Pittsburg State University**

Food and beverages can only be purchased under certain circumstances. Any time food/beverages are purchased on a procurement card, as a reimbursement, or on an invoice to an external supplier, this form must be completed and submitted as additional backup with the transaction.

<b>Food/Official Hospitality Details</b>	
Describe how the food/beverage purpose fulfills an objective or goal critical to PSU's business purpose:	
Location:	Date:
Vendor Name:	Amount:
Expense Owner:	Catered* Event: <input type="checkbox"/> Yes <input type="checkbox"/> No
PSU Department:	

**Food - Use Account Code 532010    Catering\* - Use Account Code 527990**

Choose One:

- Food/beverages are supported by student fees designated for the purpose of administering various student programs – Funds 1201/1203/1207/1208/1209/1241/1844
- Food/beverages are supported by fees collected from participants (conference registration fees, banquet fees, etc.) – Fund 1241
- Food/beverages are supported by grant funding – Funds 1341/1351
- Food/beverages are supported by PSU Foundation Funds and allowed per donor restrictions (No Outside guests present) – Fund 412U/432U

**Official Hospitality - Use Account Code 529700    Catering\* - Use Account Code 527990**

Choose One:

- Official Hospitality food/beverages, non-food official favors and gifts, official entertainment, or miscellaneous expenses are provided to official guests for an official function – Fund 1105
- Official Hospitality – Athletics outside guest meals – Fund 1208
- Official Hospitality food/beverages are supported by PSU Foundation Funds and allowed per donor restrictions (Outside guests present) – Fund 412U/432U

<b>Event Attendee Names (Attach separate listing if space not available)</b>
PSU attendee names:
Non-PSU Guest names and reason for attendance:

By submitting this form as transaction backup, you are certifying that:

1. Food/beverages were not provided in a largely unstructured social setting such as a reception, party, or gathering with no clear official business purpose
2. Food/beverages were not provided at a staff meeting, committee meeting, etc. where the success of the meeting did not depend on the food/beverage
3. No state employees receiving meals have or will claim subsistence reimbursement

\*Catering is defined as a professional service where the vendor sets up or serves food rather than simply preparing it or dropping it off.

Contact Name \_\_\_\_\_

Contact Phone/E-mail \_\_\_\_\_