

## FOOD SERVICE / CATERING EXCEPTION AUTHORIZATION FORM

Use this form to request an exception to the Food Service/Catering policy if the event planned does not meet the criteria outlined in the policy. University funds may be used to purchase food services for university hosted meetings, catered meals, receptions, and conferences that are required to have NON-Towson University staff, faculty, or students. This form is required for all catered or business meals that include ONLY Towson University staff and/or faculty. The General Accounting Office of the State does not permit the use of university funds for departmental meetings or social entertainment such as office parties. This form requires **original signatures** and must be attached when paying through invoice, University VISA Procurement Card, or personal reimbursement.

Department Name:

Food Service/Catering Provider:

Contact Person:

University Dining Services

Telephone #:

Other \*

Cost Center(s):

Date of Function:

Estimated Cost:

Type of Function:

\*Food or catering service on campus costing more than \$100.00 must be provided by University Dining Services unless a food waiver is granted by University Dining Services. Please attach a copy of the waiver when paying through invoice or University VISA Procurement Card.

**Justification For Expenditure:** (Required) Must reflect University business:

The signatures below authorize the food service provider to bill the University for charges associated with this event:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Director, Dept. Chair, or higher Signature

Type/Print Name and Title

Type/Print Name and Title

\*Please refer to catering policy for required signatures based on estimated cost of event

**IMPORTANT NOTICE:** If pre-approval for food service/catering services is not obtained, the individual contracting for the food service (or their department head) may be held personally liable for the expense.

Call Financial Services Help Line with any questions concerning the purchase of food or catering services at 410-704-5599.