

Clarion University

Request for Food Service at University Event

Public funds: All monies received by the University are public funds, including, but not limited to state appropriations; tuition, room, board, and other student fees; restricted and unrestricted gifts; restricted and unrestricted grants; ticket sales from athletic, cultural, or other events; revenue from athletic and other vendors for camps, clinics, workshops and conferences; corporate sponsorships; and investment income.

Public funds may be used only for necessary costs involved in carrying out the University's programs and educational mission. Public funding may only be used for food purchases for University functions including camps, clinics, and workshops held on campus when 1) such events can be clearly linked to the educational mission; 2) the food is integral to the event; and 3) when there are non-employees present (e.g., students or parents).

Please note that, irrespective of advance approval of the event, IRS regulations require that the time, date, place, business purpose, and attendees at such events must be documented.

Event Date/Time/Description and Justification for Public Funding:

Cost Center _____ G/L Code _____
P-Card Owner _____ Employee in Charge of Event _____

Estimated Attendance: (Numbers must be indicated below, not checkmarks.)

University Faculty & Staff: # _____ University Students: # _____

PASSHE Visitors: # _____ Non-Employee/Public: # _____

Estimated Cost: \$ _____

APPROVALS

Department Chair _____
Date

President/Vice President/Dean _____
Date

Vice President for Finance and Administration _____
Date

Return completed form to: _____