



# Pima County Community College District

## Grants One-Stop Center

### FOOD AND BEVERAGE PURCHASE REQUEST FORM

The purchase of food and beverages using grant funds are generally unallowable and raises a red flag to auditors. In an effort to have sound documentation for food related expenditures that are specifically allowed and budgeted in grant-funded programs, food expenditures for grant events and activities requires approval of the Grants One-Stop Center, prior to purchasing food and beverages.

**NOTE:** Food and beverages may ONLY be purchased for the consumption of students. Students attending the grant-funded event or activity will be required to sign a sign-in sheet for the event. Following the event, a copy of the sign-in sheet will need to be forwarded to the GOSC to complete the documentation for the purchase. EXCEPTIONS to consumption of food other than for students may only apply if specific language in the approved grant proposal allows for such exceptions or if a written approval from funding agency secured through the Grants One-Stop Center as supporting document is attached to this request form.

#### The Project Director/Program Manager will need to do the following:

A. Complete this form and submit it to the Grants One-Stop Center.

After the request has been reviewed by the GOSC, a copy will be returned to the requestor and the request will be either found to be an allowable or unallowable cost to the grant. If the form indicates that the food purchase is allowable, only then can the purchase be made.

B. Complete the items listed below:

Program Title/Grant:		Fund #:
<b>Event/Activity Details where food and/or beverages will be provided:</b>		
Name: _____	Date: _____ Time: _____	
Description of the event/activity:	Location: _____	
	Estimated number of students in attendance:	
	Cost per student: \$ _____	
	Total Cost: \$ _____	

#### Requested by:

**Project Director/Program Manager (PD/PM):** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Campus:** \_\_\_\_\_



PimaCountyCommunityCollegeDistrict

Grants One-Stop Center

Approved by:

I have reviewed this request and hereby certify that the activities are in compliance with the terms and conditions of the funding agency regulations under which this grant is awarded.

<input type="checkbox"/> Campus	<input type="checkbox"/> District	Signature	Date
PD/PM	PD/PM	_____	_____
VP/Designee	Asst. Vice Chancellor	_____	_____
President	Vice Chancellor/Executive Vice Chancellor	_____	_____

GOSC REVIEW AND APPROVAL

I have reviewed this request and found it to be:

- an allowable cost to this grant.
- an unallowable cost to this grant.

<b>Advanced Grants Analyst</b>	<b>Date</b>	<b>Advanced Fiscal Analyst</b>	<b>Date</b>
<b>Executive Director</b>		<b>Date</b>	