College of Sciences - Food and/or Alcohol Approval Form
For use with PCard Receipts

This form is required to secure the Dean's signature for alcohol expenditures and should accompany all PCard Receipts

The form is optional for food only purchases

Today's Date: _____

Name of Cardholder: _____

CPS # : _____

Food Approval - Department or Unit Head (optional; if not done via the Intake Form)	
Signature - Approval / Date	
Print Name / Title	Paul Huffman, Department Head

Alcohol and Spouse Attendance Approval - Dean	
Signature - Approval / Date	
Print Name / Title	Lewis Owen, Dean

Details (Only Required if Receipts are submitted in the PCard Center by the Cardholder)

Select One:

☐ Receipts submitted directly in the PCard Center. Fill out this section and submit receipts with "A" next to each charge

☐ Receipts submitted via PCard Receipt Intake Form. Do not fill out this section. Instead, submit the Intake Form Submission with these details, along with the receipts with "A" next to each alcohol charge, and the attendee list

Type of Business Meeting/Event: Please Select

Purpose of Business Meeting/Event: Please Select

Explain, if Other selected above: _____

Please list all attendees and affiliation, or attach a list:

	Amount	**Project-Phase**	**Account**	
Alcohol			52209	*Please denote with an "A" on receipt next to all charges*
Food			53921	*Tax / Tip should be included here*
Food Products			52205	
Per Diem Meals for Guests			53144	*Only if guest in travel status with reimbursement for travel expenses*
Total	$ 0.00			

Last revised October 27, 2025