



## Catering & Non-Travel Food Vice President Exception Authorization Form

Complete this form and obtain the proper approval before you purchase food or beverages that require an exception to the College's Catering and Non-Travel Food Policy. This form shall be submitted with receipts for reimbursement.

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\_\_\_\_\_ requests authorization to purchase food and beverages for an event that requires  
(Department/School)

an exception to the College's *Catering and Non-travel Food Policy*. The hosting department is prepared to justify the cost of the event to the news media and to political and private interests.

The purpose of event is \_\_\_\_\_  
Clear and Specific Purpose

and the cost is estimated to be \$\_\_\_\_\_.

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By signing below, I acknowledge that I have reviewed and am familiar with the *Catering and Non-travel Food Policy* and that the purchase(s) does not comply with the current Policy and requires pre-approval by the Vice President.

\_\_\_\_\_  
**Requestor (Print Name)**

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Cost Center Manager (Print Name)**

\_\_\_\_\_  
**Cost Center Manager's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department's Vice President (Print Name)**

\_\_\_\_\_  
**Department Vice President's Signature**

\_\_\_\_\_  
**Date**

**NOTE:** Please attach this with your receipt when submitting for reimbursement.