



KENNESAW STATE UNIVERSITY

OFFICE OF FISCAL SERVICES
Procurement and Payment Services

Last Updated 2/16/2024

Food Purchases Reference Chart

Activity	Allowable Participants	Potential Funding Source(s)	Purchasing Method(s)	Documentation Requirements	Account Number	Policy References & Notes
Sanctioned Student Events Events sponsored by recognized student groups and other campus events open to the general student body and designed to further the development and education of students. <i>Examples: concert, variety show/event, performances, coffee hour</i>	<ul style="list-style-type: none"> Students Volunteers Employees whose participation is required 	<ul style="list-style-type: none"> Auxiliary Funds (12xxx) Student Activity Fees (13xxx) Sales and Service Revenue (14xxx) Foundation Funds** (20000) Grant Funds** (20000) Agency Funds** (60000) 	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> Original receipts and/or invoice Food Documentation Form Agenda, flyer or email describing official event List of attendees 	727730	USG BPM Section 19.8 Per diem limits apply
Classroom & Academic Programs Food that is an integral part of the instructional methodology (includes students and employees whose participation is required). <i>Examples: Food purchases for students in a food appreciation, cooking or foods and nutrition course, including a continuing education course.</i>	<ul style="list-style-type: none"> Students Volunteers Employees whose participation is required 	<ul style="list-style-type: none"> Sales and Service Revenue (14xxx) State Appropriated Funds for use <u>only in credit courses</u> (10000) Tuition & Fee Revenue (10xxx) 	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> Food Documentation Form Original Receipts and/or Invoice List of attendees Syllabus or course description 	727500	KSU Guidelines for Food Purchases USG BPM Sections 19.8.1 and 19.8.2
Student Recruiting Events Food provided to potential students and their parent/guardians at events designed to encourage the student to attend the institution.	<ul style="list-style-type: none"> Students Potential students & parents/guardians Volunteers Employees whose participation is required 	<ul style="list-style-type: none"> Auxiliary Funds (12xxx) Student Activity Fees (13000) 	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> Food Documentation Form Original Receipts and/or Invoice List of attendees 	727720	USG BPM Sections 19.8.1, 19.8.2, and 19.8.3 Per diem limits apply
Conferences & Workshops (includes conference & workshop participants-predominantly non-USG)	<ul style="list-style-type: none"> Conference & Workshop participants 	<ul style="list-style-type: none"> Sales and Service Revenue (14xxx) Foundation Funds** (20000) Grant Funds** (20000) 	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> Food Documentation Form Original Receipts and/or Invoice List of attendees Registration fee documentation Summary page for multiple meal purchases 	727500	KSU Guidelines for Food Purchases Per diem limits
Employee Group Meals Training workshops, staff/faculty meetings, emergency situation, etc. that continues during mealtime and employees are not permitted to leave the premises. <u>Standards per USG BPM Section 19.7 must be followed for allowability.</u> Pre-approval by Financial Compliance required.***	<ul style="list-style-type: none"> Employees Non-employees whose participation is required 	<ul style="list-style-type: none"> Auxiliary Funds (12xxx) Sales and Service Revenue (14xxx) State Appropriated Funds (10000) Student Activity Fees (13000) Tuition & Fee Revenue (10xxx) Foundation Funds** (20000) Grant Funds** (20000) 	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> Pre-approved Food Documentation Form signed by President*** Final Food Documentation Form with actual numbers Invoice Formal Agenda with timeline List of attendees 	727710	KSU Guidelines for Food Purchases USG BPM Section 19.7 Per diem limits apply
Educational or Business Meetings, Primarily Non-KSU/USG Employees Meetings to conduct KSU business involving predominantly non-employees and the meal is an integral part of the meeting. Ex: SGA meeting, meetings held for particular educational purposes	<ul style="list-style-type: none"> Students Volunteers Employees whose participation is required <i>Note: Participants must be predominant non-employees.</i>	<ul style="list-style-type: none"> Auxiliary Funds (12xxx) Sales and Service Revenue (14xxx) State Appropriated Funds (10000) Foundation Funds** (20000) Grant Funds** (20000) 	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> Food Documentation Form Original Receipts and/or Invoice List of attendees Formal agenda, flyer or email describing the business purpose of meeting 	727720	USG BPM Section 19.8.3 Per diem limits apply

Activity	Allowable Participants	Potential Funding Source(s)	Purchasing Method(s)	Documentation Requirements	Account Number	Policy References & Notes
Employee Meals while on Official Travel Status	• Employees	<ul style="list-style-type: none"> • Auxiliary Funds (12xxx) • Sales and Service Revenue (14xxx) • State Appropriated Funds (10000) • Student Activity Fees (13000) • Tuition & Fee Revenue (10xxx) 	(P) Concur TMS (Employee)	Documentation per travel policy	641130 or 641230	Travel Policies Per diem limits apply
Business Entertainment Meals or Extraordinary Development Retreats, stewardship, donor cultivation, receptions for professional milestone/achievement, faculty recruitment entertainment.	• Participants approved per agreement or Foundation	<ul style="list-style-type: none"> • Foundation Funds** (20000) • Grant Funds** (20000) 	(P) KSUF Blackbaud KSURSF <i>KSU Payment Processes not allowed.</i>	Documentation per Foundation or KSURSF policy		USG BPM Section 19.8 KSU Foundation Expenditure Guideline
Volunteer Events Food for volunteers in those instances where a quid pro quo relationship exists. Includes advisory board, mentor programs, students, volunteers and employee whose participation is required. <i>Volunteer events with sole purpose of recognition or appreciation for past services may not be paid using any fund source except for Foundation funds.</i>	<ul style="list-style-type: none"> • Students • Volunteers • Employees whose participation is required 	<ul style="list-style-type: none"> • Auxiliary Funds (12xxx) • Student Activity Fees (13000) • Recognized "executive" program tuition revenue may be used to purchase food for volunteer events (10500) • Foundation Funds** (20000) • Grant Funds** (20000) • Agency Funds** (60000) 	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> • Original receipts and/or invoice • Food Documentation Form • Formal Agenda or email with timeline describing the official event • List of attendees 	727720	USG BPM Section 19.8.2 and 19.8.3
Contract/Performer Hospitality Events that provide food for performers as required per the terms of a contract agreed upon by KSU. The event must be in conjunction with a sponsored KSU event.	• Participants per agreement	<ul style="list-style-type: none"> • Student Activity Fees (13000) • Sales and Service Revenue (14xxx) • Agency Funds** (60000) • Grant Funds** (20000) • Foundation Funds** (20000) 	(P) Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> • Signed contract agreement • Invoice • Agenda or flyer describing the official event 	727720	USG BPM Section 24.3
Safety Water or other hydration products may be purchased insofar as these products are required by OSHA or are necessary to prevent serious harm to an employee.	<ul style="list-style-type: none"> • Students • Volunteers • Employees at risk due to environmental or workplace conditions 	<ul style="list-style-type: none"> • Auxiliary Funds (12xxx) • Sales and Service Revenue (14xxx) • State Appropriated Funds (10000) • Student Activity Fees (13000) • Tuition & Fee Revenue (10xxx) 	Payment Request (up to \$2,499.99) (P) Purchase Order* (\$2,500+) P-Card (must follow transaction limits) KSUF Blackbaud KSURSF KSUAA	<ul style="list-style-type: none"> • Original receipts and/or invoice • Description of business purpose 	714100	USG BPM Section 19.8 When purchase relates to employees, expenses should be paid using the dept budget of assigned employee.

*Purchase order must be issued prior to purchase/commitment.

**Allowability is dependent on Grant, fund, donor or program agreement.

***Pre-approval and President's signature is obtained by submitting a ServiceNow ticket to Financial Compliance.

Contact Financial Compliance via ServiceNow for any questions or request for review and approval.