

# Food Purchase Procedure

Revised July 2021

Departments must complete the Food Purchase Request form when using state funds to purchase food. The form is to be used for food purchases, for both on or off campus, events not provided by Sodexo, Inc., our Dining Services vendor. The form is **not** required when food is purchased using A-State Foundation or Student Agency funds.

- **On-Campus facilities** include all buildings on the Jonesboro campus with the exception of the Judd Hill Center.
- **Off-Campus facilities** include restaurants, parks, and other establishments not on the Jonesboro campus.

Sodexo must be used to cater the event when the event is held on campus.

## On-Campus Official Functions

- Food purchased for an on-campus function must be purchased through Sodexo, Inc.
- In the event, Sodexo is unavailable, the Food Purchase Request Form must be approved by Sodexo, Inc., **PRIOR** to ordering from an off-campus vendor.

## Required Approvals

- All food purchase requests for off-campus official functions must be approved by Sodexo, the department head, chair, dean, and vice chancellor **PRIOR** to the event.

## FOOD FORM SIGNATURE

### Sodexo Signature is NOT required on Food Form:

- Candidate Interview meals
- Donor meals
- Recruit meals
- Food purchases provided by Sodexo
- Classroom experiment food
- Coffee/WATER & supplies for University guests only
- Candy for community fairs, recruitment trips, and other University functions.  
\*Candy for the department is not allowed.
- Meals outside of Jonesboro

### Sodexo Signature Required on Food Form Prior to Event

- Food purchased for an off-campus official function in Jonesboro
- Food purchased for an on-campus official function where Sodexo is unable to provide meal.
- Athletic Team meals

For more information on official functions categories, see Operating Procedure 05-09 and the Food Purchase Request form on Procurement Services' web site.