

Food Expenditure Form

This form should be attached to the Implementation plan submitted annually for funding. Each event will need a form submitted for approval. Allowable only for GEAR UP events/activities.

If this is a campus visit will the lunch/food be purchased through the HEI food service? Yes No

Will the event take place outside of the school day/schedule? Yes No

If one of the questions were answered yes, explain why it is necessary to the success of the event to have food served; what type of meal/food will be purchased.

| |
|--|
| |
|--|

If the event does not meet the requirements explain why you think an exemption is warranted.

| |
|--|
| |
|--|

Number of students: _____

Total amount budgeted: _____

Vendor/Provider of food: _____

Food and Drink: All food and drink expenditures should have prior approval. If a campus provides food service meals should be purchased through the campus food service as a part of the “full day college experience”. Costs for candy, chips, junk food, and other high-calorie, low-nutrition items will not be reimbursed.

OMB Circular A-87, Attachment B, Section 30, paragraph c.