Provo City School District



Policy Series 6000 Finances and Operations

6270 F1

Business Meal Authorization Form

(Attach this form with Procurement Card (P-Card) receipt or Invoice Payment Request form 6210 F3)

Business purpose of the meal: _		
Please Attach Agenda		
Date	Transaction Total \$	
Location	Restaurant / Business Name	
Attendees:		
Name	Title	District Affiliation
Approval	Date	
11		

Meals and recognitions must be approved by the appropriate principal or director. If the "Meals other than Travel and Employee Appreciation" policy limits are exceeded (see policy #6270), the form requires superintendent approval.