

Food Purchase Requests

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 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.

On-Campus Official Functions

- Food purchased for an on-campus function should be purchased through Sodexo, Inc.
- 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 the department head, chair, dean, and vice chancellor **PRIOR** to the event.
- Once Sodexo, Inc., has approved the request, the department can submit a requisition for approval, along with the Food Purchase Request form.

The Food Purchase Request form is not required for the following purchases. The function must be documented on the requisition or p-card log.

- Food purchases provided by Sodexo
- Classroom experiment food
- Coffee & 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

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