

FOOD PURCHASE PROCEDURES

The following steps must be adhered to while making food purchases with the procurement card:

1. Before a purchase is made, confirmation must be made that proper funding is available to make a food purchase.
2. Any special approvals required prior to making a food purchase must still be obtained.
***Title I Funds can only be used for food for parents.**
3. When verifying the charge in SAP after making the purchase, the following must be completed:
 - a. The account assignment on the initial screen must be changed to reflect which proper account the charge is to be taken from.
 - b. In the text field, it must be noted which program the food was purchased for.
4. An itemized receipt for the food purchase must be submitted with the monthly statement to Business Services.

*This does not include meals while traveling.

Please contact me if you have any questions prior to making a food purchase.