**College of Education and Applied Human Sciences
Process for Purchasing Food with the Dean’s FOOD ONLY ProCard**

**(Restaurants only – Dine in & Catering)**Food card not required when ordering from Aramark.

1. Complete all the information on the Food Card Request and put into DocuSign.
2. Route the DocuSign as follows:
	1. Budget Manager signature for ORG being charged.
	2. Dean signature \*
	3. Copy to Teresa New

\*If request is denied, Dean will reply to DocuSign notification to inform the applicant.

1. If approved
	1. Make arrangements with Tamera to pick up the card (no earlier than 1 business day before the event).
	2. Present a copy of the approved form when you pick up the card.
	3. The person issuing the card will mark the date/time of pickup on the form and keep it in a file.
2. When card is returned
	1. Card must be returned (within 1 business day after the event).
	2. Person receiving the card will mark the date/time on the form, check off that no taxes were charged, and that the required items (detailed receipt and [food substantiation form](https://purchasing.eku.edu/sites/purchasing.eku.edu/files/files/Procard%20Forms/Expense%20Substantiation%281%29.pdf)) are submitted.

**RULES TO REMEMBER**

* To provide food for staff at meetings/events requires the staff vs. student ratio to be at least 2:1.
* Make sure all purchases are tax exempt. Some vendors will require a [tax exempt form](https://purchasing.eku.edu/sites/purchasing.eku.edu/files/files/eku_tax_exempt_form_2021%282%29.pdf).
It is the responsibility of the person placing the order to complete and submit this form.
* Catering from Aramark does not require the use of a Food ProCard.
They will direct bill the ORG. provided when order is placed. Just an email pre-approval from the Dean and a Food Substantiation form is required. Keep those on file in your office with the Aramark invoice.