

SECTION: Business Affairs/Purchasing
SUBJECT: Guest Meal Tickets


ISSUED BY: Assistant Vice President for Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: August 2004

Guest Meal Tickets

Departments may obtain Guest Meal Tickets from the Cashier’s Office. The Guest Meal Ticket must be filled out completely and signed by the department head responsible for the budget line item against which the meal is to be charged. The guest may then present the Guest Meal Ticket to the checker at the Cafeteria and gain admittance for the meal.

Guest Meal Tickets are to be used for guests, faculty, and staff who are invited to the Cafeteria for departmental related meals.

TICKET FRONT

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|  <i>Academic Excellence & Spiritual Vitality</i> | |
| SAMPLE FORM | Guest Meal Ticket |
| Sarah M. & Z.T. Johnson Cafeteria Wilmore, Kentucky | |
| ----- | |
| TICKET BACK | NAME _____ DEPT./DIV. _____ BUDGET NUMBER _____ DEPARTMENT HEAD SIGNATURE _____ |