



## DSSAS MEALS/REFRESHMENT REQUEST FORM

\*\*\*DOES NOT MEET PPM49 "SPECIAL MEAL" DEFINITION\*\*\*

The following **MUST** be submitted to the LDH PCard Administrator at least 15 business days prior to the event:

Requestor's Name & Title: \_\_\_\_\_

Agency/Department/Section: \_\_\_\_\_

Event Type: ☐ Refreshments/Snacks for Meeting (Secretary approval required) ☐ Meals for Meeting (Secretary approval required)

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Location: \_\_\_\_\_ Event Time: \_\_\_\_\_

Food/Refreshment Vendor: \_\_\_\_\_

Explain the business need of this request and how it is in the best interest of the state to provide a meal for this event: \_\_\_\_\_

Meal Requested: ☐ Breakfast (PPM49 rate) ☐ Lunch (PPM49 rate) ☐ Dinner (PPM49 rate) ☐ Refreshments/Snacks Only (PPM49 rate)

Estimated Number of Participants Per Day: \_\_\_\_\_ (justification for estimate must be attached)

Estimated Cost per Person Per Day \$ \_\_\_\_\_ Total Estimated Meal Cost Per Day \$ \_\_\_\_\_

*Alcoholic beverages are prohibited.*

Payment Method: ☐ Pcard ☐ Purchase Order ☐ Manual Check ☐ Travel Expense

*Please note the original completed and signed Sign-in Sheets and itemized invoice and/or receipts must be uploaded into BOA Works no later than five (5) days after the event. (Sign-in sheet must include name, title/agency affiliation, and signature of all participants.)*

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Requestor's Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Fiscal/Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Assistant Secretary/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Date received by DSSAS \_\_\_\_\_ Date DSSAS submitted to EMT \_\_\_\_\_

☐ Approved ☐ Disapproved LDH Secretary (or designee) \_\_\_\_\_ Date \_\_\_\_\_

**\*\* Approval is based on business need and budget availability. If meals/refreshments are obtained/secured without prior approval of the Secretary, or their designee, as required, the requestor will be financially responsible for the meal/refreshment cost. \*\***