



LOUISIANA STATE UNIVERSITY

Louisiana State University  
 Office of Accounting Services  
 Accounts Payable and Travel  
 217 Thomas Boyd Hall

**USE OF UNIVERSITY FUNDS – SPECIAL MEALS**

**AS506**

Caterer	AS499 Required?	Is Competitive Pricing/Requisition Required?
Chartwells	Yes	<b>No</b>
Non-Chartwells	Yes	<b>No</b> , if Fund is not unrestricted FD100, FD101 & FD102* <b>Or</b> restricted FD241, FD250**
Non-Chartwells	Yes	<b>Yes</b> , if Fund is unrestricted FD100, FD101 & FD102* <b>Or</b> restricted FD241, FD250 and total cost of meal >\$5000**

\*FD100 Unrestricted Fund

FD101 Unrestricted Fund – Vet School

FD102 Unrestricted Fund – Law School

\*\*FD241 Restricted State and Local gifts

FD250 Restricted State and Local Grants and Contracts

<p><b>Documentation requirements</b> to accompany requests for special meal functions</p> <p>Approval: Department Head and Accounting Services</p> <p>Menu (included on AS499)</p> <p>List of attendees with affiliations for meals: Breakfast, Lunch, Dinner &amp; Dinner Buffet reception</p> <p>Classification of attendees for refreshments/receptions</p> <p>Detailed purpose/justification</p>	<p><b>Maximum allowances</b> (per person):</p> <p><u>Meals</u> (sit down or buffet) - must comply with PM-13 Special Meals definition  <b>\$15</b> - breakfast   <b>\$20</b> - lunch   <b>\$20</b> - dinner buffet reception   <b>\$35</b> - dinner        Dept head and Accounting Services approval</p> <p><u>Refreshments</u> (limited to beverages and snack per morning &amp; afternoon session) <b>\$4.50</b> per person. Dept head &amp; Accounting Services approval</p> <p><u>Receptions</u> - (beverages and finger foods) <b>\$7</b> per person. Dept Head and Accounting Services</p>
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**Please note:**

All special meal functions are subject to the special meal rates defined in PM-13 and listed above under Maximum Allowances.

All on-campus university events being catered must use a caterer on the current licensed caterer list available on the Procurement website.

The procurement dollar threshold for competitive pricing requires specific time lines for processing as referenced on the Procurement website.