

# USC Aiken Food Memo

The Vice Chancellor of Finance & Administration is the only person who has the authority to approve food purchases for the USC Aiken campus. Food purchases will not be processed without a properly completed food memo.

**If you are reimbursing a USCA Employee** through the PeopleSoft Expense Module, you must obtain an approval signatures from both the Department Head and Mr. Cam Reagin, VCFA. To obtain Mr. Reagin's signature, please bring a completed USC Aiken Food Memo with a copy of the receipt(s) attached to Jenni Zollinger, Penland 116. Please do not bring original receipts. Please attach a copy of the Form 12 for search expenses. The approved USC Aiken Food Memo and the Form 12 (when applicable) should be uploaded into PeopleSoft when the expense report is created.

**If you are paying a vendor** through the PeopleSoft Payment Request Module, you must complete the USC Aiken Food Memo with the approval signature of the Department Head. Mr. Reagin's actual signature is not required, as he will approve the purchase electronically through the PeopleSoft approval workflow.

**To:** Mr. Cam Reagin, Vice Chancellor for Business & Finance

**From:**

**Date:**

According to Policy BUSA 7.05, we are requesting approval of the event(s) listed below:

**Event Date:**

**Event Name:**

**Purpose/Description of Event:**

**Attendees** (please check all that apply):    **Students**    **Staff/Faculty**    **Other**

*If less than 25 attendees, please list names here. If more than 25 attendees, please state so here, and retain a list of attendees for your files.*

<b>Account:</b>	AK000				53005
	Unit	Department	Fund	Class	Account

**Payee:**

**Amount:**

Department Head Approval: \_\_\_\_\_

Cam Reagin Approval\*: \_\_\_\_\_

*\*signature only required when reimbursing a USCA employee in PeopleSoft Expense Module*