

HyVee Food Purchase Authorization Form

HyVee, 1601 North 84th Street (84th & Holdrege), Lincoln, NE Phone (402) 467-5505

*To be completed by purchaser PRIOR to checking out card.
Not valid for in-store café purchases.*

Event Information

Program type, please indicate with a check mark:

- Student Program - Club meeting, class & poster sessions, programs, demonstrations, etc.
- Student organization meal/reception
- Meals/reception with the primary attendees being students
- Student orientation or other student award or recognition event
- Staff retreat/training session with external presenters and agenda
- Other authorized use per UNL Business & Finance Guidelines for Funding Non-Travel related meals. Describe below.

Required documentation attached

- List of Attendees
- Event Agenda

Purchaser's printed name Date of request

Campus Address

Phone # E-mail

Event Name/Purpose

Event Date/Location

Cost object/WBS

Description of items to be purchased

For office use only

Approval indicates the purchase is compliant with UNL Business & Finance Guidelines for Funding Non-Travel Related Meals.

Signature (Card Holder) Phone #

Signature (Approving Official) Phone #

SAP Document #

Cost Object

GL Account