



The UNIVERSITY of OKLAHOMA.
Health Sciences Center

Office of the Senior Vice President and Provost

MEMORANDUM

TO: OU Health Sciences Center Leaders

FROM: Jason Sanders, MD, MBA
Senior Vice President and Provost, OU Health Sciences Center

Ken Rowe, CPA
Senior Vice President, Chief Financial Officer

DATE: February 14, 2019

SUBJECT: Executive Officer Approval Requests | HSC Food and Beverage Policy

The following procedure should be followed for submitting an executive approval request due to any HSC Food and Beverage expenses that are not in compliance with our policy, which is attached for your review (Section 541 of the Administrative Policies on Food and Beverage).

Please submit for review the attached exemption request form and relevant supporting documentation via email to OfficeoftheProvost@ouhsc.edu.

Supporting documentation should include:

- ✓ If submitted in Concur, please include:
 - OUHSC Expense Report [Reminder: If a travel card is used, no sales tax should be included. Employees should present card packet/sleeve with tax exempt statement to vendor]
 - Receipt – *itemized*
- ✓ If submitted via PeopleSoft, please include:
 - PeopleSoft Voucher Register or Requisition
 - Receipt – *itemized* or Quote
 - Form 3 – *signed and notarized* [If required]

If you have any questions or need additional information, please do not hesitate to contact our office at 271-2332.

We appreciate your time and effort to comply with the policy, which we will review periodically.

Enclosures

