<u>MEMORANDUM</u>

TO: OU Health Sciences Center Faculty and Staff

FROM: Gary Raskob, PhD, Senior Vice President and Provost, OU Health Sciences Center
               Ken Rowe, CPA, Vice President for Administration and Finance
               Jill Raines, JD, Vice Provost, Health Sciences Administration

DATE: July 1, 2022

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 the HSC Food and Beverage policy, which is attached for your review (Section 541 of the Administrative Policies on Food and Beverage).

In these cases, please submit for review the attached exemption request form and relevant supporting documentation via email to OfficeoftheProvost@ouhsc.edu.

- ✓ If submitted in Concur, please include:
  - OUHSC Expense Report [Reminder: If a travel card is used, <u>no sales tax</u> 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 (screenshot of the unsubmitted voucher, saved) or Requisition
  - Receipt – *itemized receipt or Quote*
  - Form 3 – *signed and notarized* [If required]
- ✓ If submitted via OU Foundation payment, please include:
  - University of Oklahoma Foundation Food and Beverage Expense Certification Form
  - Payment Request Preparer form (screenshot of the unsubmitted form)
  - Receipt – *itemized receipt or Quote*

<u>Please note</u>: If you charge the food and/or alcohol to a SPNSR account, please attach an email from Grants and Contracts confirming that the specified account can be used for food and/or alcohol.

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 this policy, which we will review periodically.

Enclosures