

MEMORANDUM

TO: OU Health Campus Faculty and Staff

FROM: Gary Raskob, PhD, Senior Vice President and Provost, OU Health Campus
Jill Raines, DHA, JD, LLM, Vice Provost, Health Campus Administration
Stewart Berkinshaw, MAcc, CPA, Vice President and Chief Financial Officer

DATE: January 5, 2026

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

The following procedure must be followed to submit an Executive Officer Approval request due to any HSC Food and Beverage expenses that exceed or otherwise are not in compliance with the HSC Food and Beverage policy, attached for your review (Section 541 of the Administrative Policies on Food and Beverage).

Submit the attached exemption request form and relevant supporting documentation via email to OfficeoftheProvost@ouhsc.edu as soon as possible following the meal/event:

- ✓ If submitted in Concur, please include:
 - OUHC 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 at time of payment.)
 - 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*

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

If you have any questions or need additional information, please contact Catina Jordan in our office at (405) 271-2332 or catina-jordan@ou.edu.