

Procedure 20310g: Food Approval Request System

A. Overview

A food request is required for all catering, meals, snacks, or refreshments purchased on university funds. Exceptions exist for business meals for an interview with applicant and official university hosts, and food related purchases for classroom instruction or research supplies. In addition, food request guidelines do not require advanced approval to local funds, auxiliary funds, self-generated revenue funds (i.e. CEC course funds, VEC revenue funds), and agency funds.

Once submitted, the food request will be reviewed to determine if the food purchase is allowable on university (state) funds.

The food request form allows departments and the Controller's Office the ability to track food requests and maintain request information within one system.

Requests for food approval must be submitted for any event or gathering where university funds will be used to purchase food. Approval is also required for events held at The Inn at Virginia Tech.

Requests can be submitted months in advance. Failure to submit a request for approval before the event could result in a delay or denial of the payment.

B. Requesting Food

The food request form can be found [here](#). Access to the food request form requires two-factor authentication.

The food request should be submitted **before** the event occurs or the food is purchased. Instructions for completing the form can be found on the Support tab on the Food Approval Request webpage.

Requestors should allow up to 5 business days for a request to be processed.

Types of Events

- **Catering:** America to Go (ATG) is the university's e-procurement catering service, which should be utilized for all catering events. A list of current vendors using ATG can be found [here](#). If the vendor you are intending to use is not on the list, contact 1-(866)-ATG-TOGO or customerservice@americatogo.com as they will assist in adding the new vendor. Visit [America To Go FAQs](#) for any questions you may have.
- **Dine-in:** Consuming food or beverages on the premises of the restaurant.
- **Refreshments:** Beverages and a light snack.

Vendor Name, description of event, and business purpose are required. Additionally, information about the event such as date, beginning and end time, location, and the estimated cost are mandatory.

An attendees list is required unless the event is open to all members of the Virginia Tech community. The requestor can manually include the individuals, or upload the attendees list.

The final section called 'Additional Information' is included for comments and other documentation including attachments.

C. History Log

The history tab allows the requestor to see a log of all requests submitted, with the ability to click on the request number and view details of the request. The status of the request is displayed, and requestors have the option to print food request details.

Request Status

- **Approved:** Request has been accepted by the appropriate levels and department can purchase food on university state funds.
- **Declined*:** The Request has been denied, and the food cannot be ordered on university state funds.
- **OSP, Procurement, or AP Stages:** Food request is in one of the internal stages of approval
- **Returned:** Request has been returned with a comment from an approval stage, and the department must review the comment and provide requested information.

**Requests that have been declined can be submitted to Virginia Tech Foundation.*

D. Comments

In the food request details page, comments can be shown from approvers and requestors showing the commenter's PID and department.

When a comment appears from an approver, the requestor will receive an email notification of a new comment on the Food Request.

E. Approval Process

Once a food request is reviewed and a status is determined, the requestor will receive an email noting the final status of the food request.

Approved: If the food request becomes approved, the requestor can create a HokieMart requisition or Chrome River expense report. The requestor must attach the food approval to the HM requisition (and purchase order) or Chrome River expense report. If not, risk of delay or denial of payment may occur. In the event the Purchase Order was already created and invoice submitted, attach the food approval into the HokieMart comments section of the related Purchase Order.

Declined: If the food request has been denied, a comment is required by the approver stating the reasoning why the food request is unallowable. The comment can be found on the Food Request Details page. For questions on a food request status, email apfoodapp@vt.edu with the food request number. Once a request has been declined, it cannot be re-submitted. However, declined requests can be submitted to the Virginia Tech Foundation.

Returned: Returned food requests require more information. A comment is required by an approver as to why the request has been returned. Requestor clicks on the request, and the form will re-open to submit the additional information. Press the re-submit button. **Do not submit a new food request.**

F. Support/ Assistance

At the top of the form, a support tab is provided. Support for functional questions can be directed to apfoodapp@vt.edu, and all technical questions can be directed to the Finance IT (supportvpf@vt.edu). Training and procedures of how to complete the form and view details can be found on the Controller's Office website under Accounts Payable [Procedures](#) or Training [Opportunities](#).