Ivy Tech Foundation, Inc.
Request for Approval of Food Expenditures

Date of Function	Amount of Transaction	Purpose	Number of Persons

I hereby certify that the following expenses qualify for payment or reimbursement according to the Foundation's April 1, 1985 Guidelines.

Authorized Signature

Reference Sec. 802. Documentation of the General Guidelines which states: (a) Each College official who requests the disbursement of Foundation funds has the responsibility to operate with sufficient documentation to support the expenditure. This documentation shall be maintained by that official at his or her College office. (b) With respect to business expenses reimbursed by the Foundation, the College official shall maintain documentation in a manner consistent with Publication 17 of the Internal Revevenue Service. The College official shall make this documentation available to the Foundation's auditors or to state or federal tax authorities upon request.