

2024-VSU-44 PCard Self-Assessment FY2023

11/29/2023

4pm - Teams

Attendees: Traycee Martin, Zonnya Lane, Antolina Pilgrim, Terri House, Heidi Cox

Exit Conference: Comments

1) Supporting Documentation: Student Activities: Food and Lodging

State Policy – Food and Lodging - signatures

- d. Food and lodging for student activities, but not for faculty, staff, coaches, or other school employees, when on official school business (e.g., athletic team travel). Documentation for the purchase must include:
 - i. Itemized receipt showing all meals purchased
 - ii. Roster of participants showing student name and signature
 - iii. Copy of team schedule or other documentation showing that the meal was for an authorized student activity.

VSU Policy – recommend to note in policy that rosters and signatures are required for both meals and lodging for student activities.

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