

Exhibit A

New Employee Lunch P-Card Checkout Form

Supervisor Name: _____

New Employee Name: _____

I understand that by signing this form I am certifying that I am taking the above listed new employee to lunch.

I understand that we will eat at one of the following pre-approved establishments listed below:

- Tammy's Country Kitchen
- Little Italy Pizza
- Los Mariachis
- Starbrick BBQ

NOTE: Employees of the Logan, Fairfield, and Perry Campuses may choose to have lunch at a location near their campus. The employee should be taken to lunch at an establishment of similar type and price level as the above noted options.

I understand that lunch should include no more than a meal and a non-alcoholic drink for each person (i.e., the supervisor and new employee. Other departmental employees are not included).

I understand that alcohol is strictly prohibited.

I understand that a gratuity of 15% may be added to the p-card.

I understand that I must return this p-card to the Fiscal Office immediately following Lunch.

I understand that I must provide an itemized receipt to the p-card reconciler.

Signature

Date