

Food and Beverage Expenditure Request Form

Department	Human Resources
Description	To provide produce boxes and baskets to the City of Columbus employees to promote wellness initiatives and increase healthy lifestyles of our City employees. □
Public Purpose	Produce boxes, baskets, and items are provided to City of Columbus employees to promote healthy lifestyles and wellness.
Date of Event	4/1/2026 - 3/31/2027
Estimated Number of Attendees	5,000+

ACPO# _____ Department/Division# 4601
 BRDI# _____

Category	Description	Amount
Food & Beverage	Produce Distribution Services	\$ 100,000.00
Venue		\$ -
Amenities		\$ -
Mementos		\$ -
Other* (complete list below)		\$ -
Total		\$ 100,000.00

Other Expenses			
Description	Amount	Date	Comments
\$ -		Total Other	

Pcard Usage	\$ -
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Petty Cash Usage	\$ -
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Comments:

Total Encumbrance Request	\$ 100,000.00
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DEPARTMENT CERTIFICATE



I certify that the expenditures listed herein serve a public purpose through encouraging public attendance, participation and engagement, or through recognizing and developing staff for better programmatic and service delivery to the community.

Alpha Korkin

(Interim Director)

Department Director Signature (required)

2/2/26

Date