



MEALS, COFFEE, AND LIGHT REFRESHMENTS REQUEST FORM

This request is made in accordance with College Policy, Meals, Coffee, and Light Refreshments. Per RCW 43.3.050 (3) and (4) **Meals, Coffee, and Light Refreshments**

**Important: Form must be received by the Finance Office
10 working days prior to the scheduled event**

SECTION I: ADMINISTRATIVE DATA

Sponsoring Department	Department Contact Name	Contact Telephone No.
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SECTION II: MEETING/TRAINING SESSION INFORMATION

Name of Meeting/Training Session	Location
Date(s)	Begin and End Times (In most cases, meeting/training must be at least 2 hrs)
Purpose of Meeting/Training Session (<i>Attach a copy of brochure, registration form or agenda for documentation.</i>)	

<p>List of Attendees: (For meals, each individual must be listed. For refreshments, the list may include names of group or organization.)</p> <p>Employees:</p> <p>Volunteers:</p> <p>Students (In most cases, students are not allowed meals)-</p> <p>Other (Please explain relationship to Bates such as Advisory Committee or Board of Trustees)</p>	<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="text-align: center;">Number of Attendees</td> </tr> </table>	Number of Attendees
Number of Attendees		
<p>Check here if meals will be served Indicate which meals: Breakfast Lunch Dinner</p> <p><small>Note: Meals are subject to per diem limits. Meals and light refreshments must be integral to the meeting/training</small></p> <p>Check if refreshments will be served. <small>Note: light refreshments are not provided for receptions, social events, staff/departmental meetings, or similar hosting events.</small></p> <p>Check if using non-Bates catering. Note: Provide a total cost estimate from catering company of choice.</p> <p>Check if fees were collected to cover the meal or light refreshments.</p> <p style="text-align: center;">Fees were deposited into budget number: _____</p> <p>Volunteers will receive Meals or Light Refreshments.</p> <p>Explanation volunteers role in the mtg/training:</p>		

SECTION III: ACCOUNT AND APPROVAL INFORMATION

Budget Number	Estimated Amount	The following must be attached to this form prior to approval: *** Agenda, brochure or registration form ***			
<p>I certify the following (all criteria must be met):</p> <p><input type="checkbox"/> Official college business will be conducted.</p> <p><input type="checkbox"/> Meals or light refreshments are an integral part of the meeting or training session.*</p> <p><input type="checkbox"/> If applicable, the volunteers (listed above) contributed directly to the meeting or training session.</p>					
Dean/Manager Signature	Date	Dept VP Signature	Date	VP Finance /Admin Services Signature	Date

** An activity within a meeting that is essential to completeness of the meeting, i.e., speaker during lunch or business discussion through lunch period per formal agenda. The agenda must be attached to this request.*