



MEALS, COFFEE, AND LIGHT REFRESHMENTS REQUEST

This request is made in accordance with College Policy 3804, 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 Financial Services Office 10 days prior to the scheduled event.

SECTION I: ADMINISTRATIVE DATA

Sponsoring Department	Department Contact Name	Contact Office/Room #
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SECTION II: MEETING/TRAINING SESSION INFORMATION

Name of Meeting/Training Session	Location
Date(s)	Begin and End Times (generally meeting/training should be at least two hours)
Purpose of Meeting/Training Session (Attach a copy of agenda, brochure, or applicable registration form for documentation.)	

List of Attendees: (For meals, each individual must be listed. For refreshments, the list may include names of group or organization.)	Number of Attendees
Employees:	
Volunteers:	
Students (generally students are not allowed meals):	
Other (Please explain relationship to SCC):	
<p>Check here if meals will be served and indicate which meals: NOTE: Meals are subject to per diem limits. Meals and light refreshments must be integral to the meeting/training.</p> <p style="text-align: right; margin-right: 50px;">Breakfast Lunch Dinner</p> <p>Check here if refreshments will be served. NOTE: Light refreshments are not provided for receptions, social events, staff/departmental meetings, or similar hosting events.</p> <p>Required: I have attached a total cost estimate. (This can be from catering company or the store(s) where the purchase is planned to be made.)</p> <p>Check if fees were collected to cover the meal or light refreshments. Fees deposited into budget number:</p> <p>Volunteers will receive Meals or Light Refreshments. Explanation of how volunteers benefited the event.</p>	

SECTION III: ACCOUNT AND APPROVAL INFORMATION

Budget Number	Estimated Amount	The following must be attached to this form prior to approval: 1) Cost estimate from catering company or from stores where the purchase is anticipated to be made. 2) Applicable event agenda, brochure, or registration form.	
I certify the following (all criteria must be met): <input type="checkbox"/> Official college business will be conducted. <input type="checkbox"/> Meals or light refreshments are an integral part of the meeting or training session.* <input type="checkbox"/> If applicable, the volunteers (listed above) contributed directly to the meeting or training session.			
Unit Administrator Signature	Date	Director of Financial Services Signature	Date

*An *integral part* of a meeting in relation to *meals and light refreshments* is defined as a meeting which takes place during or through a meal period where attendees are not released from the meeting or formal training session.