



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.**

NOTE: Use account code 5030016 for coffee & light refreshments.
Use account code 5030017 for meals with meetings.

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):	
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.	
Breakfast Lunch Dinner	
Check here if refreshments will be served. NOTE: Light refreshments are not provided for receptions, social events, staff/departmental meetings, or similar hosting events.	
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.)	
Check if fees were collected to cover the meal or light refreshments. Fees deposited into budget number:	
Volunteers will receive Meals or Light Refreshments. Explanation of how volunteers benefited the event.	

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): Official college business will be conducted. Meals or light refreshments are an integral part of the meeting or training session.* If applicable, the volunteers (listed above) contributed directly to the meeting or training session.			
Unit Administrator Signature	Date	VP of Business & Administrative 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.