



## 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.)	<b>Number of Attendees</b>
<p>Employees:</p> <p>Volunteers:</p> <p>Students (generally students are not allowed meals):</p> <p>Other (Please explain relationship to SCC):</p>	<p>Attach a separate list of employees, volunteers, or students as needed.</p>
<p>Check here if meals will be served and indicate which meals:  <b>NOTE:</b> Meals are subject to per diem limits. Meals and light refreshments must be integral to the meeting/training.</p> <p style="text-align: right;">Breakfast      Lunch      Dinner</p> <p>Check here if refreshments will be served.  <b>NOTE:</b> 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	<b>The following must be attached to this form prior to approval:</b> <b>1) Cost estimate from catering company or from stores where the purchase is anticipated to be made.</b> <b>2) Applicable event agenda, brochure, or registration form.</b>	
<b>I certify the following (all criteria must be met):</b> 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	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.