MEALS, COFFEE & LIGHT REFRESHMENTS (MLR) REQUEST FORM

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:** This form must be received by the Financial Services Office **10 days prior to the scheduled event.**

**SECTION I: ADMINISTRATIVE INFORMATION**

|  |  |  |
| --- | --- | --- |
|  **Sponsoring Department** |  **Department Contact Name** |  **Contact Office/Room #** |
|   |   |   |

**SECTION II: MEETING/TRAINING SESSION INFORMATION**

|  |  |
| --- | --- |
|  **Name of Meeting/Training Session** |  **Location** |
|   |   |
|  **Date(s)** |  **Begin/End Times** (meeting/training should be at least (2) hours) |
|  |  |
|  **Purpose of Meeting/Training Session** (Include agenda, brochure, or applicable registration form for documentation.) |
|  |

**SECTION III: EVENT DATES & ATTENDEE INFORMATION**(for meals list each individual, for refreshments list group/organization)

|  |  |  |
| --- | --- | --- |
|  **Date(s)** |  **Begin/End Times** (meeting/training should be at least (2) hours) |  **No. of Attendees** |

|  |  |  |
| --- | --- | --- |
|  |  |  |

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| --- |
|  **List of Attendees** |
| Employees:  |
| Volunteers: |
| Students (generally not allowed meals):  |
| Other (e.g., consultant, guest speaker, etc.): |

**SECTION IV: MEALS & REFRESHMENTS INFORMATION**

|  |  |
| --- | --- |
| [ ]  Check here if meals will be served and indicate which meals. \* | [ ]  Check here if refreshments will be served. \* |
| [ ]  Breakfast [ ]  Lunch [ ]  Dinner | [ ]  **Required. I have attached a total cost estimate.** \*\* |
| [ ]  Check if fees were collected to pay for meals/light refreshments | **Fees deposited to budget #:**  |
| [ ]  Volunteers will receive meals or light refreshments | **Volunteer benefit to college:**  |

\*Meals are subject to per diem limits. Meals and light refreshments must be integral to the meeting/training. Light refreshments are not provided for receptions, social events, staff/departmental meetings, or similar hosting events.

\*\*This can be quote from catering company or estimate/invoice/receipts from store(s) where goods are purchased.

**SECTION V: ACCOUNTING AND APPROVAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Budget Number:** | **Estimated Amount:** | **Required:** 1) Cost estimate from catering company or stores where goods are to be purchased 2) Event agenda, brochure, or registration form. |
|  | $ |
| **I certify the following (all criteria will be met):** [ ]  College business will be conducted. [ ]  Meals or light refreshments are an integral part of the meeting/training session. \* [ ]  If applicable, the volunteers listed above contributed directly to the meeting/training session. |
| Department/Budget Manager Signature | Date | Vice President for Business & Admin Services Signature | Date |

\*An *integral part of* a meeting in relation to *Meals & Light Refreshments* is defined as a meeting which occurs during/through a meal period where attendees are not released from the meeting/training session.

Revised 6/27/23