

SCC MEALS, COFFEE, AND LIGHT REFRESHMENTS REQUEST

Revised 12/30/19

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 (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>)	

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 (In most cases, students are not allowed meals):	
Other (Please explain relationship to SCC):	
<input type="checkbox"/> Check here if meals will be served Indicate which meals: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <small>Note: Meals are subject to per diem limits. Meals and light refreshments must be integral to the meeting/training</small>	
<input type="checkbox"/> 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>	
<input type="checkbox"/> Required: I have attached a total cost estimate. (This can be from the catering company or from the store(s) where the purchase is planned to be made)	
<input type="checkbox"/> Check if fees were collected to cover the meal or light refreshments.	
<input type="checkbox"/> Fees were deposited into budget number: _____	
<input type="checkbox"/> Volunteers will receive Meals or Light Refreshments. Explanation of how volunteers benefit college:	

SECTION III: ACCOUNT AND APPROVAL INFORMATION

Budget Number	Estimated Amount	The following must be attached to this form prior to approval: *** Cost estimate from catering company or from store(s) where the purchase is anticipated to be made***	
I certify the following (all criteria must be met):		*** Agenda, brochure or registration form ***	
<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 Administrators Signature	Date	Financial Services Director Signature	Date

* An *Integral Part* of a meeting, in relation to meals with meetings, 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.