LIGHT REFRESHMENTS/AUTHORIZATION REQUEST

In accordance with Clover Park Technical College’s Policy, funds may be expended for coffee, light refreshments and non-alcoholic beverages consumed by staff and/or volunteers while conducting approved college business. The cost of same shall be reasonable and supported by vendor receipts.

To be completed by requestor prior to event:

REQUESTED BY ___________________________ REQUEST DATE ________________

______________________________

TELEPHONE NO. ______________ BAC CODE ______________

TYPE OF ACTIVITY ____________________________________________

(Specify type of mtg, training session, etc)

DATE OF ACTIVITY ___________ ___________ ___________

LOCATION OF ACTIVITY ________________________________________

PARTICIPANTS: (List names or attach a separate sheet; i.e., sign-in sheet.)

______________________________

______________________________

ITEMS BEING PROVIDED (Beverages, cookies, etc.)

______________________________

______________________________

______________________________

ESTIMATED COST ____________________________________________

This section to be completed by Operations & Facilities or Authorized Delegates

APPROVED ___________________________ DISAPPROVED ___________________________