

Prior Approval for Purchase of
Light Refreshments or Meals with Meetings

Purpose of meeting, event, or formal training session:	
Date & Time of event:	
Location:	
Budget/Chartstring to be charged:	
Number and type of participants include: <i>(i.e. vocational directors, council members, department staff, etc)</i>	
Meals/light refreshments will be an integral part of the meeting or training session: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Regulations regarding use of state funds for food purchases can be found in 70.10.10 – 70.10.40 of OFM's SAAM. The cost of meals must be within the limits published in 10.90.20 of OFM's SAAM.	
Meal Furnished: <i>(Only one per meeting session.)</i>	<input type="checkbox"/> (\$5) Refreshments <input type="checkbox"/> (\$17) Breakfast <input type="checkbox"/> (\$20) Lunch <input type="checkbox"/> (\$31) Dinner
Check one: <input type="checkbox"/> A sign-in sheet verifying attendance will be provided upon completion of the event. <input type="checkbox"/> This event is open to the entire college campus or to the public and a signature sheet is not required.	

Signature of Requester_____
Date_____
Printed Name of Requester_____
Sabrina Houck, Business Services Director
*(Designated approval authority by President)*_____
Date