



UNIVERSITY OF WASHINGTON

# FOOD AND BEVERAGES FOR MEETING, TRAINING SESSIONS AND RECOGNITION AWARDS CEREMONIES

FINANCIAL SERVICES

**Complete this form and obtain approval before meals or light refreshments are to be served at a university meeting, formal training session, or formal recognition event. Please use object code 03-75 on payment documents. This form should be completed and approved prior to the event. For additional guidance, please refer to the Policy for the Purchase of Meals and/or Light Refreshments issued by the Executive Vice President on May 1, 2000.**

Event Date	Event Title			
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Purpose of Event

Meeting (Official UW business will be conducted; meals/light refreshments are integral to the event.)

Training (Official UW business will be conducted; meals/light refreshments are integral to the event.)

Recognition (Light refreshments are integral to recognition of UW employees/students.)

Sponsoring Department	Budget Number
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Department Contact Name	Contact's Phone Number (      )
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Total Number of Invitees \_\_\_\_\_ (Maintain a list of attendees or invitees in department.)

Total Number of Attendees \_\_\_\_\_ (Maintain a list of attendees or invitees in department.)

### CHECK LIST

Meals will be served.\*

Breakfast

Lunch

Dinner

\*The cost per meal may not exceed the applicable per diem, including tax and gratuity, for the location in which the meal is served.

Light refreshment will be served.

Estimated cost of refreshments \$ \_\_\_\_\_

Event will be recurring.\*\*

Name of Meeting/Training Coordinator. PLEASE PRINT.	Signature of Coordinator	Date
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\*\* Approved form may be copied for future recurring events.

### APPROVAL

Name of Approving Official. PLEASE PRINT.	Signature of Approving Official	Date
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