

# PRIOR APPROVAL FOR MEALS/COFFEE/LIGHT REFRESHMENTS HIGHLINE COLLEGE

Please complete this form and email (as an attachment) to [Budget@highline.edu](mailto:Budget@highline.edu). Once the request is approved, please forward to Conference Services @ [conference@highline.edu](mailto:conference@highline.edu). **Requests must be submitted at least 15 days prior to the event date along with a copy of the event agenda, a preliminary attendee list and vendor quote or estimate.**

Requester's Name:				Today's Date:			
Event Date:		Start Time:		End Time:			
Location:							
Title of the Event:							
Purpose of the Event:							
Catering company or vendor:							
Who will attend:						Headcount (#):	
Estimated Cost:		\$		<a href="#">Per diem rates</a> *Submitted forms must contain vendor quotes*			
<b>CHARTSTRING</b>					<b>GRANTS ONLY</b>		
Fund	Appr	Class	Dept	Program	Bus Unit	Activity	Project
<b>Order Placed By:</b>				Purchasing	Conference Services	Other:	

As specified by OFM Policies [70.10 & 70.15](#) and in accordance with RCW 43.03.050, meals and/or light refreshments may be purchased and served under the following conditions: **1.**The purpose of the meeting is to conduct state business or to provide formal training that benefits the state; and **2.**The meal or light refreshment is an integral part of the meeting or training session; and **3.**The college obtains a receipt for the actual costs of the meals or light refreshments (cost per person may not exceed allowable per diem). **4.**The requesting department has received prior approval from the Director of Budgets & Grants prior to ordering from Conference Services. **5.**The use of S&A Fees for meals & light refreshments shall be in accordance with RCW 28B.15.031 & RCW 28B.15.045.

Expenditures for meals and/or light refreshments are prohibited in the following situations:

1. For anniversaries of agencies, receptions for new, existing, and/or retiring employees or officials, election celebrations.  
EXCEPTION: Events that are a part of an official employee recognition program approved by the College are allowed.
2. Any "hosting" activities, including but not limited to activities intended for lobbying a legislator or government official.
3. Normal daily business of Highline College employees, including staff meetings.
4. Social events of open houses.

**By signing below,**

**I certify that the event meets the per diem guidelines.**

**My request is within OFM guidelines.**

**"GRANTS ONLY" – The grant allows meals and refreshments**

Name of budget or grant Manager (print)	Signature	Date
<b>**OFFICE USE ONLY**</b>		
Budget, Grants and Procurement office approved by: (signature)	X	Date
Conference Services Approved by: (Signature)	X	Date