

# 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) for approval and processing. 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 a vendor quote or estimate. Meals must take place during the following time blocks: Breakfast 7 am - 9am, Lunch 11:00 am - 1:00 pm, Dinner 5:00 pm - 7:00 pm. Please complete this form for each meal being requested.

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*	

CHARTSTRING					GRANTS ONLY		
Fund	Appr	Class	Dept	Program	Bus Unit	Activity	Project

**Order Placed By:**      Purchasing      Reimbursement

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 office approval (signature)	X	Date