

PRIOR APPROVAL FOR MEALS/COFFEE/LIGHT REFRESHMENTS HIGHLINE COLLEGE

Please complete this form and email (as an attachment) to 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 – 9 am, Lunch 11:00 am - 1:00 pm, Dinner 5:00 pm - 7:00 pm.* Please complete this form for each meal being requested. **A sign in sheet must be completed the day of the event.**

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:		\$	Per diem rates	*Submitted forms must contain vendor quotes*			
CHARTSTRING					GRANTS ONLY		
Fund	Appr	Class	Dept	Program	Bus Unit	Activity	Project
Order Placed By: <input type="checkbox"/> Purchasing <input type="checkbox"/> Reimbursement							

Contact person's name/phone number: _____ Pick up Delivery Time: _____

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. **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 or 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
OFFICE USE ONLY		
Budget office approval (signature)	X	Date

AGENDA

TIME	ACTIVITY

PRELIMINARY ATTENDEE LIST
SIGN IN SHEET IS STILL REQUIRED

NAME	POSITION	NAME	POSITION