



UNIVERSITY OF WASHINGTON

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

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 include appropriate worktags. This form should be completed 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 mo. | dy. | yr. | Event Title |
| Purpose of Event | | | |
| <input type="checkbox"/> Meeting (Official UW business will be conducted; meals/light refreshments are integral to the event.) | | | |
| <input type="checkbox"/> Training (Official UW business will be conducted; meals/light refreshments are integral to the event.) | | | |
| <input type="checkbox"/> Recognition (Light refreshments are integral to recognition of UW employees/students.) | | | |
| Sponsoring Department | | Worktags | |
| Department Contact Name | | Contact's Phone Number () | |
| 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

** Approved form may be copied for future recurring events.

APPROVAL

Name of Approving Official. PLEASE PRINT.

Signature of Approving Official

Date