



UNIVERSITY OF WASHINGTON

Reset Form

Print Form

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	ongoing	FY27	Event Title
mo.	dy.	yr.	Meetings with ECE Colloquia guests and ECE faculty/students 2026-2027
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			Worktags
Electrical & Computer Engineering			CC103212 + RS100081 + PG101827 + AC105542
Department Contact Name Aleesha Wiest			Contact Phone Number
			206-616-5819
(Maintain a list of attendees or invitees within unit.)			
Total Number of Invitees _____			
Total Number of Attendees _____			

CHECK LIST

☒ Meals will be served.		
☒ Breakfast		
☒ Lunch		
☒ Dinner		
☐ Light refreshment will be served.		
Estimated cost of refreshments \$ _____		
☒ Event will be recurring.*		
Name of Meeting/Training Coordinator. PLEASE PRINT.	Signature of Coordinator	Date
Aleesha Wiest	Aleesha Wiest	9/1/2026

* Approved form may be copied for future recurring events.

APPROVAL

Name of Approving Official. PLEASE PRINT.	Signature of Approving Official	Date
Aleesha Wiest	Aleesha Wiest	9/1/2026