

## WVC - OMAK

### MEALS, COFFEE & LIGHT REFRESHMENTS SERVED ON CAMPUS

To: Vice President of Administrative Services

From: \_\_\_\_\_

Date: \_\_\_\_\_

The College's contracted food service provider is given first right of refusal as an independent contractor and holds the exclusive right to sell to students, employees, guests and other persons located at Wenatchee Valley College. For further information see *RCW 43.03.050 (3) and (4) and WVC Policy 600.630. Authorization by the Vice President of Administrative Services or designee must be granted five (5) working days prior to the scheduled event.*

#### **EVENT INFORMATION**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

#### **JUSTIFICATION FOR THE EVENT-AGENDA IS REQUIRED**

Name of organization/department: \_\_\_\_\_

Number of persons included: \_\_\_\_\_

Purpose/expected accomplishments: \_\_\_\_\_

#### **LIST YOUR FOOD VENDOR(S)**

Food Purchase Vendor(s): \_\_\_\_\_

**COST (Not to exceed state per diem rate) \$** \_\_\_\_\_

Budget to be charged: \_\_\_\_\_ Budget Authority Signature: \_\_\_\_\_

Budget to be charged: \_\_\_\_\_ Budget Authority Signature: \_\_\_\_\_

#### **APPROVAL**

Vice President of Administrative Services: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_