

On Campus Advance Approval Form for Coffee

And Light Refreshments and Meals with Meetings

An Advanced Approval Form must be completed and approved **BEFORE** any arrangements are made to purchase food for meals or light refreshments. In most cases, this **should be submitted in advance at least 10 business days** before an event. Cost of meal and gratuity may not exceed the WA State per diem meal limits. For assistance completing the form below, please see the Meals with Meetings Advance Approval Guidelines. If you require catering for an on-campus event, please use 25Live to submit catering requests.

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| --- | --- | --- | --- |
| Event Name | | Start Time | End Time |
| Location | Date of Event | Number of Participants | |
| Contact Name | Contact Phone | Estimate Cost | |

Purpose of Meeting (Training session, division retreat, meeting with external business partners, etc.)

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Agenda attached (Must indicate business activity occurring while meal is being served.)

Name of Food Vendor

*Note that BC Policy 6700 requires that BC Food Service be provided the right of first refusal on all catered events. If an outside vendor is being considered please complete and attach a Proposed Alternative Vendor Form.*

Name of proposed outside vendor:

Alternative Vendor Form attached

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| For Food Service Use Only |
| BC Food Services approval for use of an outside vendor:  Date |

Names of Participants (attach list) or list participants below:

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| --- | --- | --- | --- | --- |
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Budget Number(s)             %

            %

SIGNATURE APPROVALS

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| --- | --- |
| Associate Vice President / Vice President / Provost | Date |

**Routing Instructions**

1) Associate Vice President / Vice President / Provost

2) Food Services for catering order or approval if proposing an outside caterer

3) Purchasing if using a Purchase Requisition or P-Card

4) Finance with completed A-19 if requesting employee reimbursement