



**CENTRAL WASHINGTON UNIVERSITY – LIGHT REFRESHMENTS
MEAL REQUEST FORM**

Complete this form and obtain approval before meals or light refreshments are to be served at a university meeting, formal training session, grant activity, formal recognition event or incentive/participation/promotion event. This form should be completed and **approved prior to the event**. For additional guidance:

[CWUP 202-11 Use of State Funds for Light Refreshments and Meals](#), [SAAM 70.10 Coffee and Light Refreshments](#)
[RCW 43.03.050 Subsistence, lodging and refreshment, and per diem](#), [RCW 41.60.150 Recognition awards](#),

Event Date:	Event Title:
Start Time:	Event Location:
End Time:	

- Meeting (Official CWU business will be conducted; meals/light refreshments are integral to the event.)
- Training (Official CWU business will be conducted; meals/light refreshments are integral to the event.)
- Recognition (Light refreshments are integral to recognition of CWU employees/students.)
- Incentive/Participation/Promotion (Light refreshments are integral to promoting goodwill, or obtaining participation and/or collection)
- Interview Candidates
- Activity funded by an external grant

**When a University employee acts as an official sponsor, the occasion must, in the best judgment of the approving authority, serve a clear University business purpose. In addition, the expenditure of funds for entertainment should be cost effective and in accordance with the best use of public funds, donor intent, as well as federal, state and other grant guidelines.

Sponsoring Dept:	Speedkey:
Dept Contact Name:	Account:
Dept Contact Phone #:	

Total # of Invitees: <small>(maintain a list of invitees/attendees in dept)</small>	Food Provided by:
	<input type="checkbox"/> CWU Catering <input type="checkbox"/> Other*: (Please Specify) _____
	*Has a CWU Catering Exemption Form been approved? <input type="checkbox"/> YES or <input type="checkbox"/> NO

Meals	
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner Estimated cost of meals \$ _____ Estimated cost per person \$ _____	*The cost per meal may not exceed the applicable per diem, including tax/gratuity, for the location in which the meal is served SAAM 70.15 Meals with Meetings SAAM 70.20 Prospective Employee Interview Expenses

Light Refreshments	
Estimated cost of refreshments \$ _____ Estimate cost per person \$ _____	*The cost may not exceed half the lunch per diem, for the location in which the light refreshments are served. Provide additional explanation in last section.

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

Name of Meeting/Training Coordinator or Grant PI:	Signature of Coordinator/Trainer or Grant PI – Date
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Name of Appointing Authority	Signature of Approving Official -- Date
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Event Detail (if grant-funded, provide why food is needed and how activity ties to award goals/objectives. If foundation funded provide additional explanation for going over per diem and/or alcohol purchases):



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A large, empty rectangular box with a thin black border occupies the majority of the page, intended for the user to provide details for their meal request.