

REQUEST TO SERVE FOOD
AT MEETINGS AND TRAINING SESSIONS

Accounts Payable
WSU Controller's Office
Pullman, WA 99164-1025

Complete this form whenever meals or light refreshments are served at a University training session or meeting. Attach a copy of the brochure or registration form. Refer to BPPM 70.31 for complete instructions.

NAME OF EVENT		PURPOSE OF EVENT	
EVENT DATE	EVENT BEGIN AND END TIMES	EVENT LOCATION	
SPONSORING DEPARTMENT		DEPARTMENTAL CONTACT NAME	CONTACT TELEPHONE NO.
SUPPORTING ACCOUNT	Program-Budget-Project	TOTAL NUMBER OF ATTENDEES	NUMBER OF STATE EMPLOYEE ATTENDEES
LIST OF ATTENDEES (Describe relationship to University, e.g., employee, guest, official) <i>Continue on attachment if necessary.</i>			

METHOD OF PAYMENT (Check one): Employee reimbursement Direct vendor payment IRI

CHECK IF MEALS WILL BE SERVED. Indicate which meals will be served: Breakfast Lunch Dinner

CHECK IF REFRESHMENTS WILL BE SERVED.

CHECK IF THE EVENT IS TO BE HELD IN A STATE OF WASHINGTON FACILITY. If not, provide explanation below.

NAME OF MEETING/TRAINING COORDINATOR	SIGNATURE	DATE
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CERTIFICATION

*I certify that the listed attendees are required to attend the indicated meeting or training session. Official state business will be conducted.
Meals or light refreshments are an integral part of the event.*

NAME OF APPROVING OFFICER	SIGNATURE	DATE
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