



FOOD AND BEVERAGES Purchase Request

Complete this form and obtain approval before meals or coffee/light refreshments are purchased. This form should be completed at least five days in advance and approved prior to commencement of the meeting. Please email form to foodbeveragesform@wwcc.edu.

Academic Year:	Event Title:		
Sponsoring Department:		Fund/Class/Department:	
Department Contact Name:		Contact's Phone Number:	
Estimated Total Number of Invitees per meeting:		(Maintain a list of attendees/invitees in the department.)	

Meals will be served

Breakfast

Lunch

Dinner

*The cost per meal may not exceed the applicable per diem, including tax and gratuity, for the location in which the meal is served. Estimated cost of meals \$ _____

Coffee/Light refreshment will be served. Estimated cost of coffee/refreshments: \$ _____

Name of Meeting Coordinator: (PLEASE PRINT)	Signature of Coordinator:	Date:
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APPROVAL

Name of Approving Vice President: (PLEASE PRINT)	Signature of Approving Vice President:	Date:
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The following information should be noted in the comments of your P-Card transaction:

- Business purpose of the meal;
- Campus location, date, time of event/meal if not ascertainable from the transaction detail and/or receipt (e.g., catering expenses)

Meal costs should be kept to a reasonable amount, the guideline states that the cost per meal can be no greater than the local per diem rate for the meal being served but preferably lower is ideal.