



LIGHT REFRESHMENTS/AUTHORIZATION REQUEST

In accordance with Bates Technical College’s and OFM policies, funds may be expended for coffee and/or light refreshments consumed while conducting approved college business. The cost must be reasonable and receipts must be attached.

To be completed by requestor prior to event:

REQUESTED BY _____ REQUEST DATE _____

PROGRAM _____

ESTIMATED COST _____ BUDGET CODE _____

TYPE OF ACTIVITY
(Specify type of mtg,
training session, etc) _____

DATE OF ACTIVITY _____ TIME From _____ to _____

LOCATION OF ACTIVITY _____

PARTICIPANTS: (List names or attach a separate sheet)

ITEMS BEING PROVIDED
(Beverages, cookies, etc.) _____

The purpose of the meeting is to conduct business that benefits the state _____ Initial

Coffee and/or refreshments were an integral part of the meeting _____ Initial

Administrator/Dean/VP Approval _____ DATE _____

Finance Office Approval _____ DATE _____

Submit:

The original copy to Business & Finance.

If the actual cost exceeds the estimate by more than 10%, this form must be re-signed after the event.

∞ This form is not required for Board of Trustee or Foundation-sponsored events.