



Payment of/or Reimbursement for Meals, Coffee, and/or Light Refreshments

Date of Function: _____

Purpose of Function (**Note 1 below**): (i.e. include a meeting agenda or an explanation of meeting accomplishments) _____

Number of Participants: _____

Names of Participants (**Note 2 below**): _____

Payment/Reimbursement:

Vendor and Location (**Note 3 below**): _____

Employee: _____

Estimated Cost (**Note 3 below**): _____

Budget Code: _____

Purchase Request #: _____

Attach charge back request form, receipts, invoices or other appropriate documents

Approval:

Requestor: _____

Date: _____

Vice President: _____

Date: _____

Notes:

OFM 70.10.20 When May Coffee and Light Refreshments be Served?

Aug. 1, 2023

(1) Per RCW 43.03.050(4), with approval of an agency head or authorized designee, an agency may serve coffee or light refreshments at a meeting where:

- The purpose of the meeting is to conduct state business, recognize agency or employee accomplishments, or to provide formal training that benefits the state; **and**
- The coffee or light refreshment is an integral part of the meeting or training session; **and**
- The agency obtains a receipt for the actual costs of the coffee and/or light refreshments.
- The agency person responsible for the meeting receives agency approval for the serving of coffee and/or light refreshments prior to the event.

(2) Only elected or appointed officials, state employees, or others the state is legally authorized to reimburse (does not include the general public, non-state employees, etc.)

(3) The college's Food Service department will not provide cost estimates **OR** prepare food/beverages unless they receive a completed copy of this form with all the necessary approving signatures **prior** to the function.