

# FOOD AND BEVERAGES REQUEST FORM

(FOR MEETINGS, TRAINING SESSIONS AND RECOGNITION AWARDS CEREMONIES)

**Complete this form and obtain approval before meals or light refreshments are to be served at a business meeting, formal training session, or formal recognition event. This form should be completed and approved prior to the event. For additional guidance, please refer to the **WVSD Policy No. 6240** for the Purchase of Meals and/or Light Refreshments.**

Event Date:	Event Title:
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**Purpose of Event:**

Meeting (Official School business will be conducted; meals/light refreshments are integral to the event.)

Training or Other Business Event (Official School business will be conducted; meals/light refreshments are integral to the event.)

Recognition (Light refreshment/meal are a benefit to the district.)

Benefit to the District: \_\_\_\_\_

Department/Building:	Account Code:
Department Contact Name:	Contact's Phone Number:

Total Number of Invitees  (Maintain a list of attendees or invitees in department.)

Attach meeting/training agenda to this form. If not available, send agenda along with the list of signatures at the completion of the event.

**Vendor:**

**CHECKLIST**

Meals to be served, which must be provided during the meal hour:

Breakfast  Lunch  Dinner Estimated cost of meal \$ \_\_\_\_\_

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

Light refreshment will be served. Estimated cost of refreshments \$ \_\_\_\_\_

Name of Meeting/Training Coordinator. PLEASE PRINT.	Signature of Coordinator	Date
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<b>APPROVAL</b> Name of Approving Official. PLEASE PRINT.	Signature of Approving Official	Date
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