tree logo small**THE EVERGREEN STATE COLLEGE**

MEALS & LIGHT REFRESHMENT AUTHORIZATION REQUEST

Complete this form whenever meals or light refreshments are served at meetings or formal College sponsored training sessions. Attach a copy of the agenda, brochure or registration form if available.

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| --- | --- | --- | --- | --- |
| Name of Event    MES Orientation | | | Purpose of Event  To welcome the new MES 2018 cohort to the program | |
| Event Date  9/17/2018 | Event Begin & End Time  9:30am-5:00pm | | Event Location  SEM II, C1105 | |
| Sponsoring Dept. & Org to charge  MES, 25101 | | Dept. Contact Name & Phone #  Andrea Martin  (360) 867-6225 | | Estimated Cost including Travel  $1050.00 |
| Persons/Groups to Attend  The new 2018 MES cohort, faculty, MES staff and some current MES students | | | | |
| Justification for serving meals, or coffee and light refreshments  We will be hosting the MES students for a full day of orientation and will need to provide them with lunch and refreshments throughout the event. | | | | |

Check if the event is to be held in a State of Washington facility. If not, provide an explanation below why state owned barrier free facilities cannot be used, and verify with Accounts Payable at ext. 6350 that the non-stat facility is ADA compliant.

|  |  |  |
| --- | --- | --- |
| Requester | Signature | Date |

**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.

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| Approving Vice President | Signature | Date |

Forward Approved form to Accounts Payable, MS: L1125