

**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.

Name of Event MES Orientation		Purpose of Event To welcome the new MES 2023 cohort to the program	
Event Date 9/15/2023	Event Begin & End Time 9:00am-4:30pm	Event Location SEM II, E1105	
Sponsoring Dept. & Org to charge MES, 25101		Dept. Contact Name & Phone # Averi Azar (360) 7428746	Estimated Cost including Travel \$1200.00
Persons/Groups to Attend The new 2023 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.			

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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
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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.

Approving Vice President Vice Provost, Trevor Speller	Signature 	Date 9/11/23
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Forward Approved form to Accounts Payable, MS: L1125