



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 Master of Public Administration - Tacoma Orientation | | Purpose of Event Training and Recruitment | |
| Event Date Sept. 21st, 2019 | Event Begin & End Time 10:00 am to 4:00 pm | Event Location Tacoma Center - 2nd Floor Tacoma Evergreen Campus | |
| Sponsoring Dept. & Org to charge 25204 MPA Tacoma | Dept. Contact Name & Phone # Dhara Katz x5939 | Estimated Cost including Travel \$750.00 | |
| Persons/Groups to Attend 45 Students, Faculty and Staff | | | |
| Justification for serving meals, or coffee and light refreshments The purpose of this meeting is to provide formal training and recruitment. | | | |



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 Mike Crow, MPA Director | 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