



# GRAYS HARBOR COLLEGE

## HOSPITALITY REQUISITION

### Coffee & Light Refreshment Policy

Grays Harbor College may approve the serving of coffee and light refreshments in the conduct of *official state business* at certain college-sponsored meetings or events. This policy is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the President or his/her designee where:

1. The purpose of the meeting is to conduct college business, provide formal training sessions that benefit the college, or recognize college or employee accomplishments; and
2. The meeting involves elective or appointive officials, state employees, or others the college is legally authorized to reimburse (RCW 43.03.050); and
3. The coffee and/or light refreshments are an integral part of the meeting; and
4. The college obtains a receipt for the actual costs of the coffee and/or light refreshments; and
5. The college employee responsible for the meeting receives approval by the designated college official for the serving of coffee and/or light refreshments **prior** to the event.

**Note: If using a vendor other than the college kitchen, you must fill out this form as well as a requisition.**

The Grays Harbor College Board Policy on Coffee & Light Refreshments may be viewed in its entirety on the web at <http://ghc.ctc.edu/purchasing>

<b>Date of meeting</b>	<b>Place of meeting</b>
<b>Purpose of meeting</b>	<b>Vendor</b>
<b>Meeting to be attended by (roster)</b>	
<b>What will be served?</b>	
<b>Estimated cost</b>	<b>Budget Code</b>
<b>Requestor</b>	<b>Signature and date</b>
<b>Chief Financial Officer</b>	<b>Signature and date</b>
White Copy: Business Office Yellow Copy: Kitchen	Pink Copy: Requestor
<b>Please make arrangements with the kitchen staff as soon as you have approval</b>	