



Green River College Food Form

This form is to be used any time food is served at a meeting. Per GRC policy (Meals with Meetings, Coffee and Light Refreshments Policy), authorization by the appropriate administrator must be granted 48 hours prior to the scheduled event. **If you are ordering food through Scheduling, this form must be complete and submitted prior to your order being processed.**

THIS FORM MUST BE SIGNED BY THE ADMINISTRATOR

Requestor:		Phone/Ext:	
Administrator:			
Organization Unit:			
Account Code:			

APPROVAL OF:	<input type="checkbox"/> Coffee and Light Refreshments	<input type="checkbox"/> Meal Reimbursement
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Attendees:	<input type="checkbox"/> Student Activities	<input type="checkbox"/> Clubs	<input type="checkbox"/> GRC Faculty/Staff	<input type="checkbox"/> Advisory Group	<input type="checkbox"/> Other _____
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Date of Event:		Time of Event: From _____ To _____
Name of Event:		
Purpose of Event:		
Number of Attendees:		Estimated \$ Amount:
Name of Attendees: Attendees over 8 attach list.		

APPROVAL OF:	<input type="checkbox"/> Coffee and Light Refreshments	<input type="checkbox"/> Meal Reimbursement
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Attendees:	<input type="checkbox"/> Student Activities	<input type="checkbox"/> Clubs	<input type="checkbox"/> GRC Faculty/Staff	<input type="checkbox"/> Advisory Group	<input type="checkbox"/> Other _____
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Date of Event:		Time of Event: From _____ To _____
Name of Event:		
Purpose of Event:		
Number of Attendees:		Estimated \$ Amount:
Name of Attendees: Attendees over 8 attach list.		

Comments:

Administrators Signature(s):		Date:
VP / President's Signature:		Date:

Green River College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.