



# Fletcher Technical Community College

## Authorization for Special Meals and/or Refreshments

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Requested by: \_\_\_\_\_ Department: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

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### Business Necessity for provision of Meal/Refreshments:

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Check the following as appropriate:

Advisory committee meeting     Visiting dignitary     Other \_\_\_\_\_

Meal     Refreshments

Explain business purpose of providing meal and/or refreshments:

Expected number of participants \_\_\_\_\_

*(Attach list of invited guests with their title/organization noted)*

Total estimated cost \$ \_\_\_\_\_

*(Cost per person for meals cannot exceed \$7 for breakfast, \$10 for lunch, \$14 for dinner, including tax & tip; Cost per person for refreshments cannot exceed \$2 per morning or afternoon session)*

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### Funding Information:

Department to be charged: \_\_\_\_\_ Fund: \_\_\_\_\_

Budget Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved     Denied

Chancellor or designee: \_\_\_\_\_ Date: \_\_\_\_\_