



Fletcher Technical Community College

Authorization for Special Meals and/or Refreshments

Requested by: _____ Department: _____

Event: _____ Date: _____

Time: _____ Location: _____

Business Necessity for provision of Meal/Refreshments:

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)

Funding Information:

Department to be charged: _____ Fund: _____

Budget Department Head Approval: _____ Date: _____

Approved Denied

Chancellor or designee: _____ Date: _____